

State

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STATE OF
MINNESOTA

Register

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Wendell R. Anderson,
Governor

Richard L. Brubacher,
Commissioner,
Department of Administration

George T. Morrow, II,
Director,
Office of the State Register

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Executive Orders

EMERGENCY EXECUTIVE ORDER NO. 129

Providing for Assistance to County Officials of Minnesota

I, Wendell R. Anderson, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and applicable statutes, hereby issue this Executive Order:

WHEREAS, officials of various counties request assistance in the control of fires on wooded terrain within their areas of responsibility and;

WHEREAS, the generally rugged and inaccessible nature of the terrain on which such fires become rampant precludes efforts to effectively contain such fires within available resources of county officials:

NOW THEREFORE, I order:

1. The Adjutant General of Minnesota to order to active duty on and after 20 August 1976, in the service of the state, such elements of the military forces of the state as required, and for such period of time necessary to successfully contain such fires.

2. Cost of subsistence, transportation and fuel, and pay and allowances of said individuals will be defrayed from the General Revenue of the State as provided for by Minn. Stat. § 192.49, subd. 1; § 192.51; and § 192.52.

This Order shall be effective immediately and shall be in force until such date as elements of the military forces of the state are no longer required.

IN TESTIMONY WHEREOF, I hereunto set my hand on this 20th day of August, 1976.

Wendell R. Anderson

Rules

LIVESTOCK SANITARY BOARD

ADOPTED RULE RELATING TO THE ERADICATION OF BOVINE BRUCELLOSIS IN MINNESOTA

LSB 11 Eradication of bovine brucellosis in Minnesota.

A. Definitions:

1. Board means the Minnesota State Livestock Sanitary Board or its authorized agent.

2. Owner means the legal owner, his agents and the person in possession of or caring for the cattle referred to.

3. Herd means any number of cattle owned by one or more persons which are maintained on one or more premises and which associate with or contact one another or are cared for by the same personnel.

4. Veterinarian means a veterinarian licensed and accredited in Minnesota or a veterinarian of the USDA.

5. Test and Testing means the standard brucellosis plate (SPT) and tube (STT) blood serum agglutination tests, brucella buffered antigen (card or BBA) test or other tests approved by the Board, conducted by a veterinarian authorized by the Board to conduct the test, or by a State or U. S. State Laboratory, on blood samples collected and submitted by a veterinarian. All blood samples accompanied by three copies of the test chart and with results of tests conducted by the veterinarian, shall be submitted to the State or U.S. State Laboratory.

6. Ring Test means the brucellosis agglutination test (BRT) of milk or cream.

7. Market Cattle Test (MCT) means a brucellosis test conducted on marketed cattle.

8. Supplemental Test means an additional test for brucellosis other than the first test conducted on a blood sample in a State or U.S. State Laboratory.

9. Vaccinate means female dairy cattle under 20 months of age which have received subcutaneous injections of USDA licensed *Brucella abortus* Strain 19 vaccine when from two to six months of age (60 - 179 days) and female beef cattle under 24 months of age which have received subcutaneous injections of USDA licensed *Brucella abortus* Strain 19 vaccine when from two through seven months of age (60 - 239 days) in accordance with these rules. Official dairy vaccinates 20 months of age and over and beef vaccinates 24 months of age and over with brucellosis test titers not over complete agglutination at a 1:50 dilution are diagnosed vaccinate.

10. Negative means cattle showing no reaction in blood serum agglutination test dilution of 1:50 or higher; cattle showing no reaction on the card test. Variations may be accepted by the Board.

11. Suspect means cattle showing a reaction to a test that does not qualify as a reactor, negative or vaccinate.

12. Reactor means:

a. Cattle over six months of age showing a complete agglutination in a dilution of 1:100; official dairy vaccinates 20 months of age and over and beef vaccinates 24 months of age and over, or under these ages if parturient or post parturient, showing a complete agglutination in a dilution of 1:200; cattle positive on the card test. Variations may be accepted by the Board.

b. Cattle showing supplemental test results which would justify a reactor diagnosis.

c. Cattle which show an increasing titer on consecutive tests.

d. Cattle from which *Brucella* micro-organisms, other than Strain 19, have been isolated.

13. Exposed cattle means those that are part of a brucellosis infected herd or have been in contact with a brucellosis reactor 24 hours, or less than 24 hours if reactor has recently aborted, calved, or has a vaginal or uterine discharge.

14. Negative Herd means one in which no reactors or suspects were diagnosed on the last test and which is not under an infected herd quarantine.

15. Suspect Herd means one in which one or more suspects but no reactors were diagnosed on the last test and which is not under an infected herd quarantine.

16. Infected Herd means one in which one or more reactors were diagnosed on the last test or which is under an infected herd quarantine.

B. General requirements:

1. Veterinarians shall report to the Board all herds infected with bovine brucellosis, or suspected of being infected with bovine brucellosis.

2. The Board may demand tests of infected herds, or cattle diagnosed as a suspect, or exposed cattle, or herd

of origin of market cattle test reactors, or brucellosis ring test positive herds, or any cattle when necessary for the eradication of bovine brucellosis, and the owner or his agent shall present them and assist with the testing.

3. Testing:

a. All cattle over 12 months of age shall be eligible for test except:

(1) Steers.

(2) Spayed heifers.

(3) Official dairy vaccinates under 20 months of age and beef vaccinates under 24 months of age which are not parturient or post parturient.

(4) Feeding cattle in a dry lot area without pasture or grazing facilities.

(5) Feeding and grazing cattle imported into the State on special permit and quarantined in compliance with Section (1) of LSB 1, Importation of Cattle and Minn. Stat. § 35.245, subd. 3 (1974).

(6) Female feeding and grazing cattle under 18 months of age of beef type and breed sold under affidavit and maintained under quarantine in compliance with Section E. 1. f. of this rule and Minn. Stat. § 35.245, subd. 3 (1974).

The Board may test all cattle in infected herds.

b. Blood samples shall be collected by a veterinarian at owner's expense unless the Board or cooperating agency authorizes collection of blood samples at state or federal expense.

c. Cattle tested shall be individually identified by an official ear tag with the Minnesota prefix inserted in the right ear, tattoo, or other permanent identification.

d. Suspects, exposed cattle and infected herds shall be retested at approximately 30 days intervals.

4. Reactors are to be identified and appraised upon demand within 15 days of the test date and with an official reactor tag in the left ear and a "B" hot brand at least two x two inches on the left jaw. Reactors must be sold within 15 days of appraisal for slaughter only, with a shipping permit. The time intervals may be extended by the cooperating State and Federal officials for reasons mutually accepted.

5. Quarantines shall be established on all cattle in infected herds confining all cattle to the premises where tested and restraining them from water courses by fencing and from contacting adjacent herds. Cattle diagnosed suspect, or exposed cattle other than those in infected herds, or herd of origin of market cattle test

reactors shall be quarantined to premises where tested or herd of origin.

a. The Board shall serve written notice of the brucellosis quarantine on the owner either personally or by mail to the owner's post office address as on the test chart.

b. Infected herd quarantines will be released after two consecutive negative herd tests, the first conducted at least 30 days after slaughter of all reactors and the second test not less than 90 days following the first negative test. A third test may be required 90 days after the quarantine is released.

(1) Exception to intervals between tests are allowable when *Brucella abortus* Strain 19 organisms have been isolated from the reactor, or all epidemiologic evidence is consistent with *Brucella abortus* Strain 19 infection and not with virulent infection.

c. Suspects and exposed cattle other than those in infected herds will be released from quarantine when on the basis of test and supplemental test results a negative or vaccinate status is allowed or when suspects or exposed cattle are shipped for slaughter with a shipping permit. If suspects requiring retest are not available a complete herd test is necessary unless it is determined on the basis of epidemiological investigation and evaluation of two or more consecutive retest and supplemental test results that the herd test is not indicated if the suspect is shipped for slaughter with a shipping permit.

d. Quarantines on herd of origin of market cattle test reactors will be released if a herd test disclosed no additional reactors and there is no evidence suggestive of *Brucella* infection or exposure thereto.

6. Restricted area quarantines may be established by the Board when an owner refuses to comply with any part of this rule, confining all cattle to a defined area until the owner complies with the rule.

7. Movement of brucellosis quarantined reactor, exposed and suspect cattle.

a. Brucellosis quarantined cattle shall be sold only for slaughter at establishments where Federal meat inspection is maintained or to public stockyards or state and federal markets approved to receive brucellosis quarantined cattle for sale to such establishments for slaughter and must be accompanied by a shipping permit.

(1) Reactors must be identified as provided in B. 4. of this rule.

(2) Exposed cattle moved to slaughter or interstate must be identified with a hot "S" brand at least two x two inches on the left jaw.

KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while [[double brackets]] indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.

(3) Brucellosis suspects or exposed cattle may be returned to their herd of origin from markets without being "S" branded if accompanied by a shipping permit.

(4) Brucellosis negative quarantined cattle may be moved to other premises of the owner if accompanied by a shipping permit issued by the Board.

b. The owner shall give the shipping permit to the transporting agent, who shall give it to the consignee or his agent at time cattle are delivered, who shall receipt it and return it to the Board.

c. A copy of all shipping permits issued is to be submitted to the Board.

8. Infected premises shall be cleaned and disinfected under regulatory supervision within 15 days following removal of reactors. Extension and exemption may be authorized by the cooperating State and Federal officials.

9. Official vaccination:

a. *Brucella abortus* Strain 19 vaccine shall be sold only to accredited veterinarians.

b. Female dairy cattle two to six months of age (60 - 179 days) and female beef cattle two through seven months of age (60 - 239 days) may be vaccinated with approved *Brucella abortus* Strain 19 vaccine by accredited veterinarians.

c. Cattle vaccinated must be identified by an official ear tag with the Minnesota prefix inserted in the right ear, tattoo, or other permanent identification and an official vaccination tattoo consisting of the U.S. Registered "Shield and V" preceded by the number indicating the quarter of the year and followed by the last digit of the year in which vaccinated.

d. Complete reports of vaccinations shall be submitted to the Board within 14 days of the vaccination on forms supplied.

e. Cattle vaccinated with *Brucella abortus* Strain 19 vaccine other than females of authorized ages shall not be official vaccinates, but shall be quarantined and when tested diagnosed as unvaccinated cattle.

C. Area plan participation:

1. The ring test shall be conducted at least three times per year at approximately equal intervals.

a. Herds with suspicious ring tests are to be tested within 30 days.

2. The market cattle test shall cover at least 10 percent per year of the breeding cows over two years of age from herds not covered by the ring test.

a. Reactors must be traced to herd of origin and the herd tested within 30 days or quarantined for test within six months.

D. Establishment and Maintenance of Certified Bru-

cellosis-Free Herds of cattle:

1. An agreement to comply with these rules shall be signed and filed with the Board by the owner.

2. Certification: When at least two consecutive negative herd tests of all eligible cattle over 12 months of age are conducted not less than ten months or more than 14 months apart or when three consecutive negative ring tests conducted at 90 day intervals are followed by a negative herd blood test within 90 days of the last ring test, the herd will be certified for a period of one year (365 days) and a Certified Herd Certificate issued.

a. Certification will be cancelled if:

(1) Additions to the herd are made contrary to the following paragraph 3. of this Section D. of this rule.

(2) If two or more reactors are disclosed in the herd.

(3) If only one reactor is disclosed, the certification is suspended until infected herd quarantine is released.

3. Additions to a Certified Herd shall be reported to the Board and be:

a. From a Certified Brucellosis-Free Herd.

b. From a herd which had a negative herd blood test within 12 months and the additions have had a negative retest not less than 60 days after the negative herd test and within 30 days of addition to the certified herd except official dairy vaccinates under 20 months of age and beef vaccinates under 24 months of age not parturient or post parturient which may be added without test if with a certificate of official brucellosis vaccination.

c. From negative herds in Certified-Free or Modified Certified Brucellosis-Free Areas the additions must have a negative or vaccinate status when tested within 30 days prior to entry and be segregated from the herd until retested and diagnosed negative or vaccinate on a test approximately 120 days after entry except official dairy vaccinates under 20 months of age and beef vaccinates under 24 months of age not parturient or post parturient which may be added without test if with a certificate of official brucellosis vaccination and segregated from the herd until tested negative or vaccinate on the standard plate or tube test.

d. Cattle added under b. and c. above are not eligible for sale with certified herd status until in the herd at least 30 days and included on a negative complete herd test.

4. Recertification: A negative herd test on all cattle 24 months of age or over or post parturient within 60 days prior to each anniversary of the certification date is required for continuous Certified Herd status. If the negative recertification test is conducted within 60 days following the anniversary date, the recertification is for

12 months from the anniversary date.

E. Sale of cattle and leasing or loaning cattle for breeding:

1. All dairy cattle over six months (209 days) of age and beef cattle eight months (240 days) of age and over must be tested negative or vaccinate for brucellosis within 30 days prior to sale or lease or loan except:

a. Cattle sold directly to a slaughtering establishment for immediate slaughter.

b. Cattle consigned to a public stockyards or State and Federal approved markets.

c. Steers and spayed heifers.

d. Cattle from a certified brucellosis-free herd.

e. Official dairy vaccinates under 20 months of age and beef vaccinates under 24 months of age not parturient or post parturient.

f. Female feeding and grazing cattle under 18 months of age of beef type and breed sold in accordance with Minn. Stat. § 35.245, subd. 3 (1974) providing:

(1) The purchaser furnishes the seller and Board copies of completed affidavits as furnished by the Board.

(2) The Board may inspect the cattle and the premises on which they are maintained at any reasonable time.

(3) There are facilities to maintain said cattle separate and apart from all other cattle except steers, spayed heifers, or other quarantined feeding and grazing cattle. The facilities shall include double fencing where the cattle are confined in such a manner as to prevent access to other cattle in adjoining yards, pastures, or fields, and such fencing as may be necessary to prevent access of the quarantined cattle to water courses or drainage ditches which flow through or discharge on such other yards, pastures, or fields.

(4) The owner shall account to the Board for all quarantined feeding and grazing cattle reporting those sold directly for slaughter, those resold for feeding and grazing with an affidavit, those tested with permission of the Board for sale as breeding stock, those which died and those which were slaughtered for consumption by the owner.

(5) If at any time it is determined that the cattle are not maintained in accordance with the terms of the affidavit or the rules of the Board, the owner shall immediately correct the facilities for segregation and employ a veterinarian, at owner's expense, to test all

cattle which have associated with or have been exposed to the quarantined cattle.

2. The vendor of all cattle eligible for test sold, leased, or loaned, shall provide the purchaser or lessee a certificate with a record of a negative or vaccinate brucellosis test and for official vaccinates not eligible for test a certificate of vaccination or evidence of a legible official vaccination tattoo. Certificates are to be provided at the time possession of the cattle is transferred.

a. For cattle offered for sale at a public auction, a complete certificate of test and vaccination shall be posted in a prominent place on the sale premises on a form provided by the Board and shall include the number of suspects disclosed on the sale test and not offered for sale and a statement signed by the owner showing the number of reactors and suspects in the herd within six months prior to date of the sale test. Except for vaccinates not eligible for test and without a legible official vaccination tattoo, individual certificates are not required.

F. Complete herd condemnation, except steers, including nonreactors and exposed cattle not eligible for test:

1. The Livestock Sanitary Board through its Secretary and Executive Officer may condemn a complete herd, except steers, after having considered recommendations from the following:

a. Field veterinarian responsible for the herd.

b. State brucellosis epidemiologist.

c. Federal veterinarian in charge.

d. Veterinarian in charge, Brucellosis Division, Livestock Sanitary Board.

2. The persons named in F. 1. shall consider the following factors:

a. Rapidity of spread within the herd.

(1) Nonreactors and exposed cattle may be condemned after the first test of all eligible cattle in the herd when 25% or more of the cattle tested are reactors.

(2) Nonreactors and exposed cattle may be condemned when the cumulative number of reactors disclosed in the herd equals 30% of the number of cattle on the first test of all eligible cattle in the herd.

(3) Nonreactors and exposed cattle may be condemned when a herd remains infected after six tests conducted at approximately 30 day intervals.

b. Danger of transmission to other herds.

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c. Results of culture attempts to isolate *Brucella*.

(1) A positive culture, other than Strain 19, shall support a decision to condemn; but a negative culture does not prohibit herd condemnation.

d. Number and percent of abortions among reactors, suspects and negatives.

e. Supplemental test results.

f. Evaluation of management practices.

g. Vaccination History.

h. Epidemiologic Investigation.

i. Status of area as determined by tests on contact herds and surveillance testing with MCT or BRT.

3. Nonreactors and exposed cattle shall not be condemned or appraised unless the owner signs an agreement which provides:

a. Owner and any other holder of an interest in the herd certifies such interest and voluntarily agrees to the condemnation of the herd.

b. All cattle, except steers, shall be condemned and appraised.

(1) Steers may be kept on the premises under quarantine in an area approved by the Board.

c. No cattle, except steers, shall be brought to the premises sooner than 30 days following shipment of the condemned herd.

d. Indemnity will be paid, if funds are available, as provided by Minn. Stat. § 35.09, subd. 2a (1976).

e. Nonreactors and exposed cattle will be identified, appraised and sold as outlined in Section B. 4. of this rule.

f. Premises shall be cleaned and disinfected following shipment of nonreactors and exposed cattle as outlined in Section B. 8. of this rule.

DEPARTMENT OF NATURAL RESOURCES

PARKS AND RECREATION DIVISION

RULES RELATING TO THE DESIGNATION, CLASSIFICATION AND MANAGEMENT OF THE MISSISSIPPI RIVER IN STEARNS, SHERBURNE, WRIGHT, ANOKA AND HENNEPIN COUNTIES

Rules as Adopted

Chapter Twenty-four

NR 2400 Designation.

A. The river. That portion of the Mississippi River from the County State Aid Highway #7 Bridge at St. Cloud to the northwestern boundaries of the city of Anoka and the city of Champlin is hereby designated a component of the Minnesota Wild, Scenic and Recreational Rivers System.

B. Authority. This designation is made by the Commissioner of Natural Resources pursuant to the authority of the Minnesota Wild and Scenic Rivers Act, Minn. Stat. § 104.31 to 104.40.

C. Shoreland included. The designation and these rules apply to the river and the adjacent lands as provided in the Land Management Maps, Plates 1-9, and the property descriptions for the Land Use Districts.

NR 2410 Classification.

That portion of the Mississippi River and adjacent lands from the County State Aid Highway #7 Bridge at St. Cloud to the county line at the Clearwater River Between

Stearns and Wright counties, and State Highway #24 in Sherburne County, is classified as Scenic.

That portion of the designated river and adjacent lands from the county line at the Clearwater River between Stearns and Wright counties, and State Highway #24 in Sherburne County, to the northwestern boundaries of the city of Anoka and the city of Champlin is classified as Recreational, in accordance with the provision of Minn. Stat. § 104.33 subd. 2, and Minnesota Regulations NR 78 (f).

NR 2420 Management.

A. Recreation management.

1. As provided for in the Management Plan, the recreation management policy is to provide for the orderly use of public lands and waters within the Scenic and Recreational River Land Use District. The development of selected land and river-oriented recreational facilities and the maintenance of these will help "protect the rights of private landowners, ensure quietude, prohibit trespassing, and maintain the essential quality of Wild and Scenic River Land Use Districts as provided in NR 80 (a) (1).

2. As provided for in NR 79 (b) (2) and the Management Plan, the development of public or private recreational facilities within the Scenic and Recreational River Land Use Districts shall conform to the design specification guidelines as shown on Figures 1-6.

3. No public river-oriented camping facilities will be provided in close proximity to private recreational developments which are designed to serve the public demand for these.

4. The recreational use of the Mississippi Scenic and Recreational River and adjacent public lands will be regulated where necessary to insure that the use does not adversely affect the values for which the river qualified for designation.

5. The Commissioner of Natural Resources adopts the Recreation Management maps, plates 1-9, for the protection, recreational use and management of public lands or interests in land, for the Mississippi Scenic and Recreational River and its adjacent lands within the Recreational River Land Use Districts.

6. The Division of Parks and Recreation shall allocate funds for maintenance of the Department of Natural Resources' recreational facilities within the Mississippi River Land Use Districts from the Department's river development and maintenance account.

7. The Department's Enforcement Division shall enter into discussions with the local units of government concerning delineation of responsibility for enforcement of applicable Wild, Scenic and Recreational River regulations.

8. All islands acquired by or transferred to the Department of Natural Resources, shall be managed in a manner consistent with the policy established in the Minnesota Wild and Scenic Rivers Act, Minn. Stat. §§ 104.31-104.40 (1974).

9. Wildlife studies will be completed, if possible, in cooperation with local groups and individuals before permanently siting any Department of Natural Resources recreational facilities within the Mississippi Scenic and Recreational River area.

10. The assistance of volunteer groups will be encouraged to help in the removal of litter from Department of Natural Resources water access campsites and rest areas.

B. Land management.

1. The designated tributaries referred to in the Minnesota Regulations NR 79 (c) (3) (bb) (iii) and Minnesota Regulations NR 79 (d) (2) shall be:

- a. St. Augusta Creek (Johnson Creek on U.S.G.S. quadrangles)
- b. Plum Creek
- c. Clearwater River
- d. Bend Creek (Fish Creek on U.S.G.S. quadrangles)
- e. Silver Creek
- f. Otter Creek
- g. Creek at Otsego
- h. Elk River
- i. North Fork Crow River

2. The Commissioner of Natural Resources hereby adopts the Land Management Maps, Plates 1-9, to the area identified in the legal description and according to NR 78 (g) (2) (bb) for the protection and management of lands within the Scenic and Recreational River Land Use Districts.

a. Minnesota Regulations NR 78-81 shall apply to all lands within the Scenic and Recreational River Land Use Districts that are within unincorporated areas of the counties at the time of designation. Federal lands, however, are not subject to these regulations.

b. The land or interests in land recommended to be acquired in this plan will be acquired where funds are available for such purchases, in the manner as provided for in Minn. Stat. § 104.37 (1974).

c. Portions of the Scenic or Recreational Land Use Districts which are within the boundaries of municipalities on the date of designation shall be covered by various provisions of Minnesota Regulations NR 78-81 and NR 82-84 (Statewide Standards and Criteria for the Management of Municipal Shoreland Areas of Minnesota), as specified in C., 5-9.

d. Because acquisition of land, or interests in land, is from willing sellers, at the appraised value, some lands recommended for scenic easement acquisition may be purchased in fee title. This change from the recommended acquisition would be based on the mutual agreement by and between the state of Minnesota and the landowner(s). Furthermore, additional lands, or interests in land, may be purchased in order to further the policies, established in Minn. Stat. § 104.32 (1974) and this Management Plan.

e. Land exchanges will be expedited, wherever feasible, in order to acquire lands within the Land Use District boundaries. These exchanges will be expedited in

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the manner described by law. However, land exchanges will not be recommended if such exchanges would adversely affect other Department of Natural Resources management programs.

C. Administration.

1. The land use controls referenced herein shall apply to the entire area within the Land Use District boundaries as identified on the Land Management Maps Plates 1-9, and the Land Use District property descriptions and determined in accordance with NR (g) (2) (bb). In accordance with the Minnesota Wild and Scenic Rivers Act, Minn. Stat. § 104.36 (1974) each local government shall, within six (6) months of designation of the Scenic and Recreational River, adopt or amend its local ordinances and Land Use District maps to the extent necessary to comply with the statewide standards and criteria and the management plan as follows:

2. Stearns County shall enact or amend such ordinances and maps as necessary to:

a. Establish a Scenic River Land Use District, as identified on the Land Management Maps, Plates 1-9, and the Land Use District property descriptions for Stearns County.

b. Conform to the provisions of Minnesota Regulations NR 78-81.

3. Sherburne County shall enact or amend such ordinances and maps as necessary to:

a. Establish Scenic and Recreational River Land Use Districts, as identified on the Land Management Maps, Plates 1-9, and the Land Use District property descriptions for Sherburne County.

b. Conform to the provisions of Minnesota Regulations NR 78-81.

4. Wright County shall enact or amend such ordinances and maps as necessary to:

a. Establish a Recreational River Land Use District, as identified on the Land Management Maps, Plates 1-9, and the Land Use District property descriptions for Wright County.

b. Conform to the provisions of Minnesota Regulations NR 78-81.

5. The municipality of St. Cloud shall enact or amend such ordinances and maps as necessary to:

a. Establish a Scenic River Land Use District as identified on the Land Management Maps, Plate 1, and the Land Use District property descriptions.

b. Adopt the General Development standards for lands within the Scenic River Land Use District in accordance with the provisions of Minnesota Regulations 82-84 (Statewide Standards and Criteria for the Management of Municipal Shoreland Areas of Minnesota) and administer these provisions according to Minnesota Reg-

ulations NR 81, as applicable.

c. Conform to the provisions and administrative procedures of NR 78, 79 (g)-(j), 80 and 81.

6. The municipalities of Clearwater, Monticello, and Elk River shall enact to amend such ordinances and maps as necessary to:

a. Establish a Recreational River Land Use District as identified on the Land Management Maps, Plates 1-9, and the Land Use District property descriptions.

b. Adopt the General Development standards for land within the Recreational River Land Use Districts in accordance with the provisions of Minnesota Regulations NR 82-84, as applicable, except that marinas shall not be allowed.

c. Conform to the provisions and administrative procedures of Minnesota Regulations NR 78, 79 (g)-(j), 80 and 81.

7. The municipalities of Becker, Dayton, and Ramsey shall enact or amend such ordinances and maps as necessary to:

a. Establish a Recreational River Land Use District as identified on the Land Management Maps, Plates 1-9, and the Land Use District property descriptions.

b. Conform to the provisions of NR 78-81, except that the lot size requirements of NR 83 (c) (1) (aa) for Natural Environment Waters under the Statewide Standards and Criteria for the Management of Municipal Shoreland Areas of Minnesota shall be substituted for the lot size requirements of NR 79 (c) (2) (aa) (iii).

8. Elk River Township, excluding the presently incorporated city of Elk River, shall be subject to the Minnesota Regulations NR 78-81 until such time as it may be consolidated and incorporated. At that time those regulations required for the city of Elk River (see 6.) will apply to the newly incorporated area as well. In addition, the minimum setback for any new structure shall be 100 feet rather than 75 feet.

9. The Northern States Power Company Sherco and Monticello power plant sites shall be listed in the Sherburne and Wright County ordinances as permitted uses. Northern States Power Company shall work with the Department of Natural Resources in determining the most appropriate location for the development of any structures or related facilities that may be located within the Scenic and Recreational Land Use District boundary. Such development shall be consistent with all other provisions of NR 79.

D. Interagency recommendations.

1. Federal-State relations.

a. As authorized under Minn. Stat. § 161.142, subd. 4 (1974) the Commissioner of Highways “. . . may act as agent for any other department of state, public

corporation, or political subdivision of the state in accepting Federal Aid in their behalf for the purposes expressed in subdivisions 1 to 7." (This relates to the planning, acquisition, development, maintenance and overall administration of the Great River Road.) Accordingly, it is recommended that a portion of any Federal Funds made available to the state of Minnesota for expenditure on the Great River Road be accepted by the Commissioner of Highways, on behalf of the Department of Natural Resources, for the purposes of land acquisition related to preservation of areas adjacent to the designated Recreational River and the Great River Road.

b. It is further recommended that any proposed development, acquisition, or related action concerning the Great River Road be conducted and administered in accordance with this management plan and the provisions of Minnesota Regulations NR 78-81.

c. Since the Department of Natural Resources is responsible for administering the Mississippi as a Scenic and Recreational River, it is recommended that the state of Minnesota, through the appropriate application process, apply for those islands presently administered by the Bureau of Land Management to be transferred to the Department of Natural Resources under the authority granted the Commissioner of Natural Resources in Minn. Stat. § 104.35 (1974).

d. The Department of Natural Resources is presently working in cooperation with the Bureau of Outdoor Recreation, U.S. Department of Interior, on their study of the Mississippi River from Itasca to Anoka for possible inclusion in the National Wild and Scenic Rivers System. This study area includes that portion of the river from St. Cloud to Anoka hereby designated as a state Scenic and Recreational River. If the entire federal study area is recommended for inclusion in the National Wild and Scenic Rivers System it is recommended that the portion from St. Cloud to Anoka continue to be administered by the Department of Natural Resources.

2. Other governmental units.

a. In order to further the purposes of the Minnesota Wild and Scenic Rivers Act, it is recommended that all State Highway Department lands within the Recreational River Land Use Districts be administered in

accordance with the provisions of Minnesota Regulations NR 78-81 and this management plan. In particular, it is stated in NR 79 (b) (2) (cc) that public accesses within the Recreational River Land Use District will be subject to management plan specifications and will be considered as permitted uses. Also, NR 79 (J) (bb) (v) states that highway waysides shall be designed in such a manner so as to harmonize with the surroundings.

b. No Department of Natural Resources "corridor" trails are proposed in this management plan for the Mississippi Scenic or Recreational River area. Local residents and landowners may desire specific recreational trails for their area. If so, it is recommended that such trails be developed through the Department of Natural Resources' trail assistance programs. Through the Department's trail assistance programs, funds for local trail development and maintenance are made available to local units of government.

c. It is recommended that the Minnesota Highway Department, in cooperation with the Department of Natural Resources, Governor's Trail Advisory Committee, counties, municipalities, and other agencies and groups, conduct a study to determine an appropriate route for a bicycle route paralleling the Mississippi River from the Twin Cities to St. Cloud.

d. To help insure that the outstanding heritage of the Mississippi River will be protected for future generations, it is recommended that the state Historical Society conduct an inventory of all historical and archaeological sites within the proposed Scenic and Recreational River Land Use Districts, and recommend appropriate methods for preservation of those having outstanding historical significance.

e. It is recommended that the state Pollution Control Agency be appropriated sufficient funds to conduct ongoing analysis and monitoring of water quality information, and to allow for appropriate measures to insure that water quality regulations and standards be maintained for the Mississippi River.

f. It is recommended that Stearns County and the city of St. Cloud work with local groups and the Department of Natural Resources to determine the best site for location of an access to the river below the St. Cloud dam.

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Land Management Totals

Land Use District Acreages		Scenic Easement Acreages		Fee Title Acreages	
East Bank					
Sherburne County	7,103.57	Sherburne County	3,114.07	Sherburne County	460.50
Anoka County	<u>630.54</u>	Anoka County	<u>200.95</u>	Anoka County	<u>9.16</u>
Total	7,734.11	Total	3,315.02	Total	469.66
West Bank					
Stearns County	1,594.80	Stearns County	603.49	Stearns County	51.45
Wright County	4,714.03	Wright County	1,111.12	Wright County	121.48
Hennepin County	<u>964.25</u>	Hennepin County	<u>274.26</u>	Hennepin County	<u>149.96</u>
Total	7,273.08	Total	1,988.87	Total	322.89
Grand Total	<u>15,007.19</u>	Grand Total	<u>5,303.89</u>	Grand Total	<u>792.55</u>

Land Use District Acreages

In Sherburne County

T 35 N - R 31 W			T 34 N - R 30 W		
Section 1			Section 5		
Government Lot 4	17.00 acres	West of Road	Government Lot 1	32.29 acres	
			NE $\frac{1}{4}$ NW $\frac{1}{4}$	19.00 acres	West of Road
Section 12			Government Lot 2	45.10 acres	West of Road
Government Lot 1	30.00 acres	West of Road	Government Lot 3	41.42 acres	
Government Lot 2	37.20 acres	West of Road	Government Lot 4	44.00 acres	
Government Lot 3	41.20 acres	West of Road	Section 8		
Government Lot 4	23.50 acres	West of Road	Government Lot 1	72.60 acres	
Government Lot 5	4.73 acres	Island	Government Lot 2	61.60 acres	
Government Lot 6	15.34 acres	Island	Government Lot 3	9.39 acres	Island
Government Lot 7	7.45 acres	Island	Section 9		
Government Lot 8	14.88 acres	Island	Government Lot 1	42.75 acres	
Government Lot 9	44.95 acres	Island	Government Lot 2	38.40 acres	
Section 13			Government Lot 3	50.30 acres	
Government Lot 1	2.60 acres	Island	Section 16		
Government Lot 2	1.80 acres	Island	Government Lot 1	43.00 acres	
Government Lot 3	19.33 acres	Island	Government Lot 2	38.70 acres	
Government Lot 4	49.00 acres	West	Section 15		
Government Lot 5	57.10 acres		Government Lot 1	2.52 acres	
Government Lot 6	48.30 acres		Government Lot 2	48.55 acres	South
Government Lot 7	23.47 acres	West	SE $\frac{1}{4}$ NW $\frac{1}{4}$	40.00 acres	
Section 24			Government Lot 3	40.20 acres	
Government Lot 1	53.60 acres		Government Lot 4	38.60 acres	
Government Lot 2	74.82 acres		Government Lot 5	39.90 acres	
Government Lot 3	72.85 acres		Government Lot 6	30.85 acres	
Government Lot 4	54.50 acres	West	Section 14		
Section 25			S $\frac{1}{2}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$	20.00 acres	
Government Lot 1	51.38 acres	West	Section 22		
Government Lot 2	59.85 acres	West	Government Lot 1	11.00 acres	
Government Lot 3	64.57 acres	West	Section 23		
T 35 N - R 30 W			NW $\frac{1}{4}$ NW $\frac{1}{4}$	40.00 acres	
Section 30			Government Lot 1	33.24 acres	
NW $\frac{1}{4}$ SW $\frac{1}{4}$	44.24 acres		Government Lot 2	44.30 acres	
Government Lot 1	43.24 acres		Government Lot 3	47.80 acres	
Section 31			Section 26		
Government Lot 3	67.00 acres		Government Lot 1	50.20 acres	
Government Lot 2	23.74 acres	South	Section 25		
Government Lot 1	59.55 acres		Government Lot 1	61.68 acres	
Section 32			Government Lot 2	78.50 acres	
Government Lot 1	66.58 acres	West of Road			
SW $\frac{1}{4}$ SE $\frac{1}{4}$	3.00 acres	West of Road			
NW $\frac{1}{4}$ SW $\frac{1}{4}$	40.00 acres				

Government Lot 3	31.00 acres	South Part	Government Lot 2	41.16 acres	South
Government Lot 4	19.70 acres	South Part	Government Lot 3	19.28 acres	South
Section 36			Government Lot 4	56.10 acres	
Government Lot 1	54.00 acres		Government Lot 5	45.33 acres	
T 34 N - R 29 W			Section 13		
Section 30			Government Lot 1	32.55 acres	
Government Lot 1	24.05 acres	West	Government Lot 2	14.44 acres	
Government Lot 2	26.84 acres		T 33 N - R 28 W		
Government Lot 3	24.00 acres		Section 18		
Government Lot 4	30.57 acres		W½ NW¼ NW¼	23.40 acres	
Government Lot 5	34.50 acres		W½ SW¼ NW¼	23.40 acres	
Section 31			Government Lot 2	28.50 acres	All but NE 10
Government Lot 2	8.38 acres		S½ NE¼ SW¼	20.00 acres	
Government Lot 1	.77 acres		Government Lot 1	30.90 acres	
Section 32			SW¼ SE¼	40.00 acres	
Government Lot 1	44.25 acres		All but NE ¼ of		
Government Lot 2	58.00 acres		SE¼ SE¼	30.00 acres	
Government Lot 3	45.80 acres		T 33 N - R 28 W		
Government Lot 4	35.10 acres		Section 19		
T 33 N - R 29 W			Government Lot 3	40.13 acres	
Section 5			Government Lot 2	14.00 acres	Island
Government Lot 1	8.38 acres		Government Lot 1	2.68 acres	Island
Section 4			Section 20		
Government Lot 4	34.25 acres		Government Lot 6	52.81 acres	Island
Government Lot 3	51.32 acres		Government Lot 5	32.38 acres	South
NE¼ NW¼	35.40 acres		Government Lot 4	29.70 acres	South
Government Lot 2	19.91 acres		Government Lot 3	28.40 acres	South
Government Lot 1	33.38 acres		Government Lot 2	25.80 acres	South
T 34 N - R 29 W			Government Lot 1	9.38 acres	Island
Section 33			Section 21		
S½ SW¼ SE¼	20.00 acres		Government Lot 6	45.97 acres	Island
Government Lot 1	36.95 acres		Government Lot 5	31.42 acres	
Section 34			Government Lot 4	39.70 acres	
Government Lot 1	39.70 acres		Government Lot 3	26.74 acres	
SE¼ SW¼	40.00 acres		Government Lot 2	34.20 acres	
Government Lot 2	31.90 acres		Government Lot 1	56.27 acres	
Government Lot 3	25.95 acres		Section 28		
T 33 N - R 29 W			Government Lot 1	25.20 acres	
Section 3			Section 27		
Government Lot 1	18.34 acres		Government Lot 4	58.87 acres	
T 34 N - R 29 W			Government Lot 3	39.72 acres	
Section 35			Government Lot 2	36.58 acres	
Government Lot 1	37.75 acres		W½ NW¼ SE¼	20.00 acres	
T 33 N - R 29 W			Government Lot 1	31.52 acres	
Section 2			SE¼ SE¼	40.00 acres	
Government Lot 1	10.64 acres	Island	Section 34		
Government Lot 2	21.90 acres		Government Lot 1	31.20 acres	
Government Lot 3	31.75 acres		T 33 N - R 28 W		
Government Lot 4	17.00 acres	West	Section 35		
Government Lot 5	25.55 acres	West	Government Lot 4	42.72 acres	
Government Lot 6	56.20 acres		Government Lot 3	57.30 acres	
Section 11			Government Lot 2	41.70 acres	
Government Lot 1	17.80 acres		Government Lot 1	67.00 acres	
Section 12			T 33 N - R 28 W		
Government Lot 1	42.35 acres		Section 36		
			Government Lot 2	55.63 acres	
			Government Lot 1	38.50 acres	

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T 32 N - R 28 W
 Section 1
 Government Lot 2 31.88 acres
 Government Lot 1 36.67 acres

T 32 N - R 27 W
 Section 6
 Government Lot 3 48.87 acres
 Government Lot 2 31.40 acres
 Government Lot 1 11.00 acres

T 33 N - R 27 W
 Section 31
 SW¼ SE¼ 40.00 acres
 Government Lot 1 36.60 acres
 Section 32
 Government Lot 1 30.40 acres
 Government Lot 2 24.60 acres
 Government Lot 3 26.06 acres
 Government Lot 4 32.37 acres

Section 33
 Government Lot 1 39.10 acres
 SE¼ SW¼ 40.00 acres
 SW¼ SE¼ 40.00 acres
 Government Lot 2 37.10 acres

T 32 N - R 27 W
 Section 4
 Government Lot 2 6.20 acres
 Government Lot 1 6.80 acres

T 33 N - R 27 W
 Section 34
 Government Lot 1 58.80 acres
 Government Lot 2 33.20 acres South
 Government Lot 3 39.80 acres
 S½ SE¼ NE¼ 20.00 acres
 NE¼ SE¼ 40.00 acres
 Government Lot 4 29.00 acres
 Section 35
 Government Lot 1 38.55 acres
 Government Lot 2 33.84 acres
 Government Lot 3 19.97 acres South

T 32 N - R 27 W
 Section 2
 Government Lot 4 45.25 acres Island
 Government Lot 3 3.93 acres
 Government Lot 2 12.00 acres
 Government Lot 1 26.87 acres
 Section 1
 Government Lot 4 31.70 acres
 Government Lot 3 23.30 acres
 Government Lot 2 21.00 acres
 Government Lot 1 25.00 acres

T 32 N - R 26 W
 Section 6
 Government Lot 4 21.93 acres
 Government Lot 3 24.15 acres

Government Lot 2 35.32 acres
 Government Lot 1 50.54 acres
 Section 5
 Government Lot 5 24.00 acres
 Government Lot 4 17.59 acres
 Government Lot 3 6.10 acres
 Government Lot 2 41.27 acres
 Government Lot 1 8.29 acres Island

Section 4
 Government Lot 6 21.70 acres
 Government Lot 5 16.52 acres
 Government Lot 4 38.50 acres
 Government Lot 3 56.40 acres
 Government Lot 2 33.20 acres
 Government Lot 7 23.80 acres Island
 Government Lot 8 18.76 acres
 Government Lot 1 2.85 acres Island

T 33 N - R 26 W
 Section 33
 Government Lot 2 39.97 acres
 Section 34
 Government Lot 1 18.88 acres South
 Government Lot 2 7.00 acres SW of Road
 Government Lot 3 2.00 acres SW of Road

T 32 N - R 26 W
 Section 3
 Government Lot 4 4.00 acres SW of Road
 Government Lot 3 8.00 acres SW of Road
 Government Lot 2 32.00 acres SW of Road
 Government Lot 1 19.78 acres
 Government Lot 5 6.85 acres

Section 10
 Government Lot 2 17.71 acres
 Government Lot 1 3.48 acres

Section 11
 NW¼ NW¼ 40.00 acres
 SW¼ NW¼ 40.00 acres
 NW¼ SW¼ 40.00 acres
 Government Lot 1 37.00 acres

Section 14
 Government Lot 4 32.77 acres
 Government Lot 3 41.42 acres West Part (less 20 acres)
 Government Lot 2 29.45 acres
 NW¼ SE¼ 30.00 acres All but NE¼-10 acres
 Government Lot 1 32.77 acres
 SE¼ SE¼ 40.00 acres

Section 23
 Government Lot 1 6.67 acres

Section 13
 SW¼ SW¼ 40.00 acres

Section 24
 Government Lot 4 39.07 acres
 Government Lot 3 56.22 acres
 Government Lot 2 22.81 acres
 Government Lot 1 17.00 acres South

Sherburne County Total 7,103.57

In Anoka County

T 32 N - R 25 W
 Section 19
 Government Lot 4 29.00 acres SW of Road
 NW¼ SW¼ 11.00 acres South of Road

Government Lot 5 32.00 acres SW of Road
 Government Lot 6 22.00 acres SW of Road
 SE¼ SE¼ 4.00 acres South of Road

Section 30
 Government Lot 1 44.80 acres
 Government Lot 2 45.80 acres

Section 29
 Government Lot 1 38.60 acres
 Government Lot 2 50.70 acres
 Government Lot 3 39.90 acres
 Government Lot 4 35.55 acres

Section 32
 Government Lot 1 7.20 acres

Section 28
 Government Lot 1 36.84 acres

Section 33
 Government Lot 1 22.95 acres
 Government Lot 2 40.30 acres
 Government Lot 3 36.10 acres South

Section 34
 Government Lot 1 29.18 acres
 Government Lot 2 38.30 acres South
 Government Lot 3 27.82 acres South
 Government Lot 4 28.50 acres South

Section 35
 Government Lot 1 10.00 acres

Anoka County Total 630.54
 East Total 7,734.11

In Stearns County

T 124 N - R 28 W

Section 13
 Government Lot 3 3.88 acres
 Government Lot 4 20.12 acres

Section 24
 Government Lot 1 57.58 acres
 Government Lot 2 29.32 acres
 Government Lot 3 22.92 acres
 Government Lot 4 23.65 acres

Section 25
 Government Lot 1 17.15 acres East
 Government Lot 2 19.82 acres East
 E½ NW¼ SW¼ 15.33 acres Less the southerly 300 feet
 Government Lot 3 40.00 acres Less the southerly 300 feet
 Government Lot 4 22.85 acres
 Government Lot 5 48.98 acres

Section 36
 Government Lot 1 44.66 acres
 Government Lot 2 26.15 acres
 Government Lot 3 29.20 acres
 Government Lot 4 27.96 acres

T 123 N - R 28 W

Section 1
 Government Lot 1 31.26 acres
 Government Lot 2 32.74 acres
 Government Lot 3 35.07 acres

T 123 N - R 27 W

Section 6
 Government Lot 1 29.10 acres

Section 7
 Government Lot 3 30.08 acres
 SE¼ NW¼ 40.00 acres
 Government Lot 2 40.00 acres
 Government Lot 1 20.62 acres
 NE¼ SE¼ 40.00 acres

Section 8
 Government Lot 2 36.34 acres
 Government Lot 1 25.82 acres
 E½ SW¼ SW¼ 20.00 acres

Section 17
 Government Lot 4 40.52 acres
 Government Lot 3 39.35 acres
 Government Lot 2 34.65 acres
 Government Lot 1 25.10 acres

Section 20
 Government Lot 2 26.43 acres
 N½ SW¼ NE¼ 20.00 acres
 Government Lot 1 25.18 acres
 N½ NE¼ SE¼ 20.00 acres

Section 21
 Government Lot 3 41.92 acres
 Government Lot 2 37.96 acres
 Government Lot 1 48.10 acres

Section 28
 Government Lot 2 60.62 acres
 SE¼ NW¼ 32.00 acres NE of Road
 SW¼ NE¼ 40.00 acres
 Government Lot 1 41.26 acres

T 123 N - R 27 W

Section 27
 Government Lot 4 60.97 acres
 Government Lot 3 31.58 acres
 Government Lot 2 11.72 acres North
 Government Lot 1 23.95 acres

Section 26
 Government Lot 2 33.25 acres
 Government Lot 1 29.42 acres

Section 35
 Government Lot 5 40.00 acres

Stearns County Total 1,594.80

In Wright County

T 123 N - R 27 W

Section 35
 Government Lot 4 19.00 acres East of Road

Government Lot 5 3.65 acres East of Road
 Government Lot 3 11.00 acres East of Road
 Government Lot 1 16.45 acres East of Road

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Government Lot 2	27.15 acres	East of Road	Government Lot 2	55.56 acres	
SE $\frac{1}{4}$ NW $\frac{1}{4}$	2.00 acres	East of Road	Government Lot 3	47.48 acres	
T 122 N - R 27 W			Government Lot 4	45.35 acres	All but SW 10
Section 2			Section 31		
NE $\frac{1}{4}$ NE $\frac{1}{4}$	36.00 acres		Government Lot 1	39.88 acres	
Section 1			Section 32		
Government Lot 5	15.95 acres		Government Lot 4	22.35 acres	
Government Lot 4	39.93 acres		NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$	10.00 acres	
Government Lot 3	27.35 acres		Government Lot 3	29.00 acres	
Government Lot 2	46.10 acres		NW $\frac{1}{4}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$	10.00 acres	
Government Lot 1	41.05 acres		Government Lot 2	19.56 acres	
			Government Lot 1	32.72 acres	North
T 122 N - R 26 W			T 122 N - R 25 W		
Section 6			Section 33		
Government Lot 2	58.76 acres		Government Lot 4	32.28 acres	
Section 7			Government Lot 3	32.05 acres	
Government Lot 9	28.20 acres		Government Lot 2	27.15 acres	
Government Lot 8	12.00 acres	North Half	Government Lot 1	48.12 acres	
Government Lot 6	11.05 acres	North	Section 34		
Government Lot 4	8.65 acres	Northwest Corner	Government Lot 1	36.26 acres	
Government Lot 3	16.15 acres	West			
Government Lot 2	19.32 acres	All but SE 10	T 121 N - R 25 W		
Section 6			Section 3		
Government Lot 1	24.45 acres		NW $\frac{1}{4}$ NW $\frac{1}{4}$	41.40 acres	
Section 5			Government Lot 4	33.06 acres	
Government Lot 1	14.82 acres		Government Lot 3	31.18 acres	East
Section 8			Government Lot 2	43.75 acres	
Government Lot 5	33.36 acres		Government Lot 1	20.00 acres	North of 152 & West & North of Side Streets
Government Lot 4	51.82 acres		Section 2		
Government Lot 3	36.00 acres		Government Lot 1	7.82 acres	
Government Lot 1	56.95 acres		Section 11		
Section 9				42.00 acres	North of Street, one block North of Main
Government Lot 1	27.56 acres		Section 12		
Section 16			Government Lot 3	10.00 acres	North
Government Lot 4	59.55 acres		Government Lot 2	34.10 acres	North
Government Lot 3	39.10 acres		Government Lot 1	40.65 acres	
Government Lot 2	34.82 acres		Section 13		
Government Lot 1	17.85 acres		NW $\frac{1}{4}$ NE $\frac{1}{4}$	40.00 acres	
Section 15			NE $\frac{1}{4}$ NE $\frac{1}{4}$	40.00 acres	
Government Lot 4	38.56 acres	North	T 121 N - R 24 W		
Government Lot 3	30.42 acres		Section 18		
Government Lot 2	29.90 acres		Government Lot 4	38.08 acres	
Government Lot 1	33.45 acres		Government Lot 3	22.10 acres	
Section 14			Government Lot 2	22.75 acres	
Government Lot 5	43.30 acres		Government Lot 1	38.42 acres	
Government Lot 4	41.22 acres		Section 7		
Government Lot 3	40.62 acres		Government Lot 1	.52 acres	
Government Lot 2	25.18 acres		Government Lot 2	3.69 acres	
Government Lot 1	38.00 acres		Section 8		
SE $\frac{1}{4}$ SE $\frac{1}{4}$	40.00 acres		Government Lot 1	23.10 acres	
Section 13			Government Lot 2	39.20 acres	
Government Lot 1	21.58 acres		Government Lot 3	40.48 acres	
Section 24			Government Lot 4	42.00 acres	
NW $\frac{1}{4}$ NW $\frac{1}{4}$	40.00 acres		Section 15		
Government Lot 3	28.35 acres		NW $\frac{1}{4}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$	10.00 acres	
Government Lot 2	49.08 acres		Section 9		
Government Lot 1	29.28 acres		Government Lot 2	29.70 acres	
NE $\frac{1}{4}$ SE $\frac{1}{4}$	40.00 acres		Government Lot 3	16.22 acres	Island
T 122 N - R 25 W			Government Lot 4	24.47 acres	Island
Section 19			Government Lot 1	4.00 acres	
Government Lot 1	16.26 acres		Section 16		
Government Lot 2	20.32 acres		NE $\frac{1}{4}$ NW $\frac{1}{4}$	39.50 acres	
Section 30					
Government Lot 1	36.15 acres				

NW¼ NE¼	33.62 acres			Government Lot 3	20.14 acres North
NE¼ NE¼	38.46 acres			Government Lot 2	37.00 acres
Section 10				Government Lot 1	40.32 acres
Government Lot 1	28.16 acres			Section 15	
Government Lot 2	41.00 acres			Government Lot 5	44.00 acres
Government Lot 3	22.10 acres			Government Lot 4	49.20 acres
Government Lot 4	54.50 acres			SW¼ NE¼	40.00 acres
N½ SW¼ SE¼	20.00 acres			Government Lot 3	32.22 acres
Section 11				Government Lot 2	27.50 acres
Government Lot 1	57.50 acres			Government Lot 1	35.87 acres
Government Lot 2	19.42 acres			E½ E½ SE¼	40.00 acres
Section 14				Section 10	
N½ NE¼ NW¼	20.00 acres			Government Lot 1	53.75 acres
Government Lot 2	35.10 acres			Section 14	
Government Lot 1	31.46 acres			Government Lot 1	24.18 acres
Section 13				Government Lot 2	32.70 acres
Government Lot 4	36.55 acres			Section 23	
Government Lot 3	31.87 acres			Government Lot 1	38.18 acres
Government Lot 2	23.75 acres			Government Lot 2	38.20 acres
Government Lot 1	34.62 acres			Government Lot 3	44.84 acres
T 121 N - R 23 W				Government Lot 4	46.10 acres
Section 18				Section 26	
Government Lot 5	34.46 acres			Government Lot 1	35.00 acres West
Government Lot 4	61.15 acres			Government Lot 2	53.70 acres
Government Lot 3	45.20 acres			Government Lot 3	36.40 acres
N½ SE¼ NE¼	20.00 acres			Government Lot 4	44.07 acres
Government Lot 2	25.20 acres			Section 25	
Government Lot 1	6.57 acres			Government Lot 3	10.90 acres
Section 7				Government Lot 2	18.90 acres
Government Lot 1	11.80 acres			Government Lot 1	6.48 acres
Section 17				Section 36	
Government Lot 4	30.00 acres			Government Lot 2	37.50 acres
SW¼ NW¼	40.00 acres			Government Lot 1	36.20 acres
Government Lot 3	46.50 acres			Government Lot 3	31.00 acres North
Government Lot 2	36.47 acres			Government Lot 4	31.88 acres North
Government Lot 1	35.86 acres			NW¼ SE¼	9.00 acres North of Road
Section 16				Government Lot 5	16.70 acres North of Road
Government Lot 4	37.12 acres				
				Wright County Total	4,714.03

In Hennepin County

T 121 N - R 23 W				Government Lot 2	28.00 acres
Section 36				NW¼ SW¼	40.00 acres
Government Lot 5	10.00 acres			Government Lot 3	33.60 acres
T 121 N - R 22 W				Government Lot 4	34.40 acres
Section 31				Government Lot 5	10.90 acres
Government Lot 1	17.00 acres	North of Road		Section 8	
Government Lot 2	27.00 acres	Northeast of Road		N½ NE¼ NE¼	20.00 acres
Government Lot 3	43.30 acres	Northeast of Road		Section 4	
Government Lot 4	53.00 acres	Island		Government Lot 1	9.22 acres
T 120 N - R 22 W				Government Lot 2	18.17 acres
Section 6				Section 9	
Government Lot 1	11.83 acres	Island		NW¼ NW¼	40.00 acres
Government Lot 2	3.00 acres			NE¼ NW¼	40.00 acres
Government Lot 3	56.08 acres			Government Lot 1	36.88 acres
Section 5				Section 10	
Government Lot 1	14.46 acres	Island		Government Lot 3	52.00 acres
				Government Lot 4	28.00 acres

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Government Lot 5 20.63 acres North
 Government Lot 6 30.50 acres North
 Government Lot 1 36.62 acres Island
 Government Lot 2 33.85 acres Island
 NE¼ SE¼ SW¼ 10.00 acres

Section 11
 Government Lot 1 28.82 acres
 Government Lot 2 41.25 acres
 Government Lot 3 29.14 acres
 SW¼ SE¼ 40.00 acres

Government Lot 4 26.60 acres
 Section 14
 NE¼ NE¼ 40.00 acres

Hennepin County Total 964.25

West Total 7,273.08

East Total 7,734.11

GRAND TOTAL 15,007.19

Scenic Easements

In Sherburne County

T 35 N - R 31 W

Section 13
 Government Lot 4 49.00 the west
 Government Lot 5 37.10 the south
 Government Lot 6 48.30
 Government Lot 7 23.47 the south

Section 24
 Government Lot 1 33.60
 Government Lot 2 48.82 except the island
 Government Lot 3 30.85 except the island
 Government Lot 4 18.50 except the island (the west)

Section 25
 Government Lot 1 8.38 except the island (the west)
 Government Lot 2 10.85 except the island
 Government Lot 3 54.57 except the island

T 35 N - R 30 W

Section 30
 Government Lot 1 43.24

Section 31
 Government Lot 3 27.00 all but NE 40
 Government Lot 2 13.74
 Government Lot 1 39.55 the south

Section 32
 SW¼ NW¼ SW¼ 10.00
 Government Lot 1 41.58

T 34 N - R 30 W

Section 5
 Government Lot 1 32.29
 Government Lot 2 27.10
 Government Lot 3 21.42
 Government Lot 4 44.00

Section 8
 Government Lot 1 52.60 the west

Section 9
 Government Lot 1 42.75 the south
 Government Lot 2 38.40
 Government Lot 3 50.30

Section 16
 Government Lot 1 43.00
 Government Lot 2 38.70

Section 15
 Government Lot 2 28.55 the south
 S½ SE¼ NW¼ 20.00
 Government Lot 3 40.20
 Government Lot 4 18.60 the south
 Government Lot 5 9.90
 Government Lot 6 30.85

T 34 N - R 30 W

Section 14
 S½ SW¼ SW¼ 20.00

Section 22
 Government Lot 1 11.00

Section 23
 NW¼ NW¼ 40.00
 Government Lot 1 33.24
 Government Lot 3 43.80 All but 4 acres-Stickney wayside

Section 26
 Government Lot 1 30.20 all but NE 20 acres

Section 25
 Government Lot 1 21.68 just the SW
 Government Lot 2 11.00
 Government Lot 3 31.00 south
 Government Lot 19.70 south

Section 36
 Government Lot 1 54.00

T 34 N - R 29 W

Section 30
 Government Lot 1 24.05 the west
 Government Lot 2 26.84
 Government Lot 3 24.00
 Government Lot 4 30.57
 Government Lot 5 34.50

Section 31
 Government Lot 1 .77
 Government Lot 2 8.30

Section 32
 Government Lot 1 24.25 the west
 Government Lot 2 18.00 the south
 Government Lot 3 5.80 the south

Section 34
 Government Lot 2 21.90

Section 35
 Government Lot 1 14.00 south of road

T 33 N - R 29 W

Section 3
 Government Lot 1 18.34

Section 2
 Government Lot 2 10.00 south of road
 Government Lot 3 3.00 south of road
 Government Lot 4 17.00 the west
 Government Lot 5 25.55
 Government Lot 6 56.20

Section 11			T 32 N - R 27 W		
Government Lot 1	18.34		Section 6		
			Government Lot 2	31.40	
T 33 N - R 29 W			Government Lot 1	11.00	
Section 12			T 33 N - R 27 W		
Government Lot 1	42.35		Section 31		
Government Lot 2	41.16	south	SE $\frac{1}{4}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$	10.00	
Government Lot 3	19.28	south	Government Lot 1	36.60	
Government Lot 4	36.10	the west	Section 32		
Government Lot 5	15.33	the west	Government Lot 1	30.40	
			Government Lot 2	24.60	
Section 13			Section 33		
Government Lot 1	32.55		Government Lot 1	19.10	south
Government Lot 2	14.44		S $\frac{1}{2}$ SE $\frac{1}{4}$ SW $\frac{1}{4}$	20.00	
			S $\frac{1}{2}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$	20.00	
T 33 N - R 28 W			Government Lot 2	17.10	south
Section 18			T 32 N - R 27 W		
W $\frac{1}{2}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$	23.40		Section 4		
W $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$	23.40		Government Lot 2	6.20	
Government Lot 2	28.50		Government Lot 1	6.80	
Government Lot 1	30.90		T 33 N - R 27 W		
S $\frac{1}{2}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$	20.00		Section 34		
SW $\frac{1}{4}$ SE $\frac{1}{4}$	40.00		Government Lot 1	12.80	
SE $\frac{1}{4}$ SE $\frac{1}{4}$	30.00	all but NE $\frac{1}{4}$	Government Lot 3	19.80	
			Government Lot 4	29.00	
Section 19			Section 35		
Government Lot 3	40.13		Government Lot 2	13.84	south
Section 20			T 32 N - R 26 W		
Government Lot 5	32.38	south	Section 5		
Government Lot 4	29.70		Government Lot 2	18.00	south
Government Lot 3	28.40	south	Section 4		
Government Lot 2	25.80	south	Government Lot 6	9.00	south
Section 21			Government Lot 3	16.40	south
Government Lot 5	31.42		Government Lot 2	33.20	
Government Lot 4	39.70		Government Lot 8	18.70	
Government Lot 3	26.74		Section 10		
Government Lot 2	34.20		Government Lot 2	17.71	
Government Lot 1	36.27		Government Lot 1	3.48	
Section 28					
Government Lot 1	25.20				
Section 27					
Government Lot 4	58.87				
Government Lot 3	19.72	west			
Government Lot 2	36.58				
Government Lot 1	21.52				
Section 34					
Government Lot 1	31.20				
			Sherburne County Total	3,114.07	

In Anoka County

T 32 N - R 25 W			Government Lot 3	16.10	the southwest
Section 29			Section 34		
Government Lot 2	30.70		Government Lot 1	19.18	the south
Government Lot 3	19.90	south	Government Lot 2	28.30	the south
Section 32			Government Lot 3	17.82	the south
Government Lot 1	7.20		Government Lot 4	18.50	the south
Section 33					
Government Lot 1	22.95		Anoka County Total	200.95	
Government Lot 2	20.30	the south	East Total	3,315.02	

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In Stearns County

T 124 N - R 28 W					
Section 24				Section 20	
Government Lot 3	22.92			Government Lot 2	26.43
Government Lot 4	23.65			Government Lot 1	25.18
				N $\frac{1}{2}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$	20.00
Section 36				Section 21	
Government Lot 4	27.96			Government Lot 2	6.00
				Government Lot 1	8.10
T 123 N - R 28 W				Section 28	
Section 1				Government Lot 2	20.62
Government Lot 1	11.26			E $\frac{1}{2}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$	32.00
Government Lot 2	12.74	the east		SW $\frac{1}{4}$ NE $\frac{1}{4}$	40.00
Government Lot 3	35.07			Government Lot 1	41.26
T 123 N - R 27 W				Section 27	
Section 6				Government Lot 4	60.97
Government Lot 1	19.10			Government Lot 3	31.58
Section 7				Government Lot 2	11.72
Government Lot 3	10.08			Government Lot 1	23.85
Section 17				Section 26	
Government Lot 2	34.65			Government Lot 2	33.25
Government Lot 1	25.10				
				Stearns County Total	603.49

In Wright County

T 122 N - R 27 W				Section 30	
Section 1				Government Lot 1	33.15
Government Lot 3	27.35			Government Lot 2	26.56
				Government Lot 3	47.48
				Government Lot 4	45.35
T 122 N - R 26 W				Section 31	
Section 7				Government Lot 1	9.88
Government Lot 3	16.15	west			
Government Lot 2	5.00			T 122 N - R 25 W	
Section 8				Section 32	
Government Lot 5	13.36	west		Government Lot 4	22.35
Government Lot 4	11.82			Government Lot 3	16.00
Government Lot 3	6.00			Government Lot 2	12.56
Government Lot 1	16.95			Government Lot 1	12.72
Section 16				Section 33	
Government Lot 2	34.82			Government Lot 1	28.12
Government Lot 1	17.85				
Section 15				T 121 N - R 24 W	
Government Lot 4	18.56			Section 9	
Government Lot 3	30.42			Government Lot 2	4.00
Government Lot 2	9.90			Section 16	
Government Lot 1	13.45			N $\frac{1}{2}$ NW $\frac{1}{4}$	19.50
Section 14				NW $\frac{1}{4}$ NE $\frac{1}{4}$	13.62
Government Lot 5	23.30			Section 10	
Government Lot 2	5.18			Government Lot 2	21.00
Government Lot 1	18.00			Government Lot 3	22.10
E $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$	20.00			Section 11	
Section 13				Government Lot 2	9.42
Government Lot 1	21.58			Section 14	
Section 24				Government Lot 2	35.10
NW $\frac{1}{4}$ NW $\frac{1}{4}$	40.00			Government Lot 1	31.46
Government Lot 3	28.35			Section 13	
Government Lot 2	19.08			Government Lot 4	36.55
Government Lot 1	19.28			Government Lot 3	11.87
E $\frac{1}{2}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$	20.00			Government Lot 2	3.75
T 122 N - R 25 W				Government Lot 1	14.62
Section 19					
Government Lot 1	16.26				
Government Lot 2	20.32				

T 121 N - R 23 W

Section 18		
Government Lot 4	20.00	southern 20 acres
Government Lot 3	15.20	
Government Lot 2	25.20	
Section 26		
Government Lot 2	13.70	
Government Lot 3	10.00	NE of road
Government Lot 4	7.00	NE of road

Section 25		
Government Lot 3	5.00	NE of road
Section 36		
Government Lot 2	7.00	NE of road
Government Lot 3	12.00	North and NE of road
Government Lot 4	32.88	
Government Lot 5	13.00	North of road & west of Crow River
Wright County Total		1,111.12

In Hennepin County

T 120 N - R 22 W

Section 5		
Government Lot 5	9.10	N of road
Section 8		
NE¼ NE¼	2.00	N of road
Section 4		
Government Lot 1	9.22	
Section 9		
NW¼ NW¼	12.00	N of road
NE¼ of NW¼	12.00	N of road
Section 10		
Government Lot 3	25.00	NE of road
NE¼ SE¼ SW¼	2.00	NE of road
Government Lot 4	16.00	NE of road

Government Lot 5	20.63	North
Government Lot 6	30.50	North
Section 11		
Government Lot 1	28.82	
Government Lot 2	41.25	
Government Lot 3	29.14	
Government Lot 4	26.20	
Section 14		
NE¼ NE¼ NE¼	10.00	

Hennepin County Total	274.26
West Total	1,988.87
East Total	<u>3,315.02</u>
GRAND TOTAL	<u>5,303.89</u>

Fee Acquisitions

In Sherburne County

T 35 N - R 31 W

Section 24		
Government Lot 2	26.00	Island
Government Lot 3	42.00	Island
Government Lot 4	36.00	Island
Section 25		
Government Lot 1	43.00	Island
Government Lot 2	29.00	Island
Government Lot 3	10.00	Island

Section 21		
Government Lot 6	45.97	Island

T 33 N - R 26 W

Section 35		
Government Lot 1	38.55	

T 32 N - R 27 W

Section 2		
Government Lot 4	45.25	Island
Government Lot 3	3.93	Island

T 33 N - R 29 W

Section 2		
Government Lot 1	10.64	Island
Section 19		
Government Lot 2	14.00	
Government Lot 1	2.68	
Section 20		
Government Lot 6	52.81	Island
unsurveyed	4.50	Island
unsurveyed	5.00	Island
Government Lot 1	9.38	Island

T 32 N - R 26 W

Section 4		
Government Lot 7	23.80	Island
Government Lot 1	2.85	Island

Section 5		
Government Lot 1	8.29	Island

Section 3		
Government Lot 5	6.85	Island

Sherburne County Total	460.50
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In Anoka County

T 32 N - R 25 W			Anoka County Total	9.16
Section 33	9.16		East Total	469.66

In Stearns County

T 124 N - R 28W			Section 17	
Section 13	1.45		unsurveyed island	2.00
unsurveyed island	5.00	Island	Section 20	
unsurveyed island	2.00		unsurveyed island	12.00
Section 25	28.00		Section 21	
			unsurveyed island	1.00
T 123 N - R 27 W			Stearns County Total	51.45

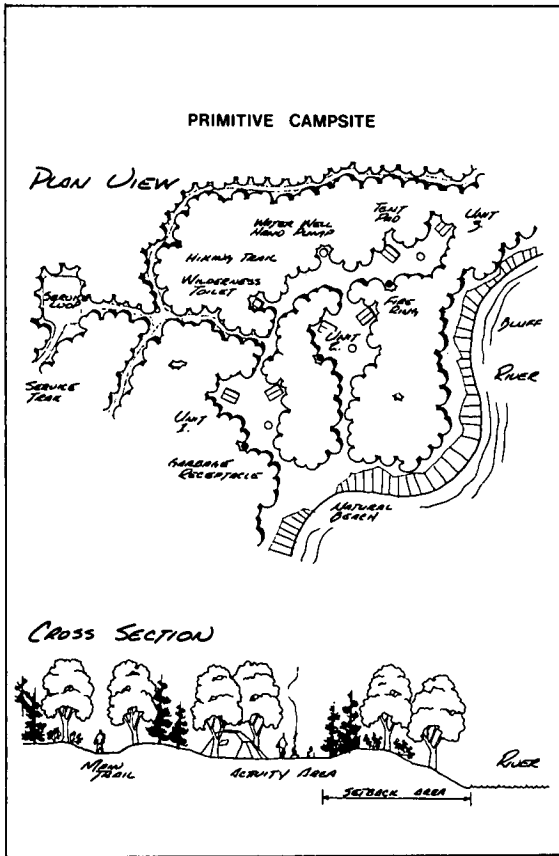
In Wright County

T 121 N - R 24 W			Section 7	
Section 16			Government Lot 1	11.80 Island
Government Lot 3	16.22		Section 25	
Government Lot 2	24.47		Government lot 1	6.48 Island
T 121 N - R 23 W			Government Lot 2	18.90 Island
Section 9			Section 36	
unsurveyed island	6.90		Government Lot 1	30.20 Island
Section 18			Wright County Total	121.48
Government Lot 1	6.51	Island		

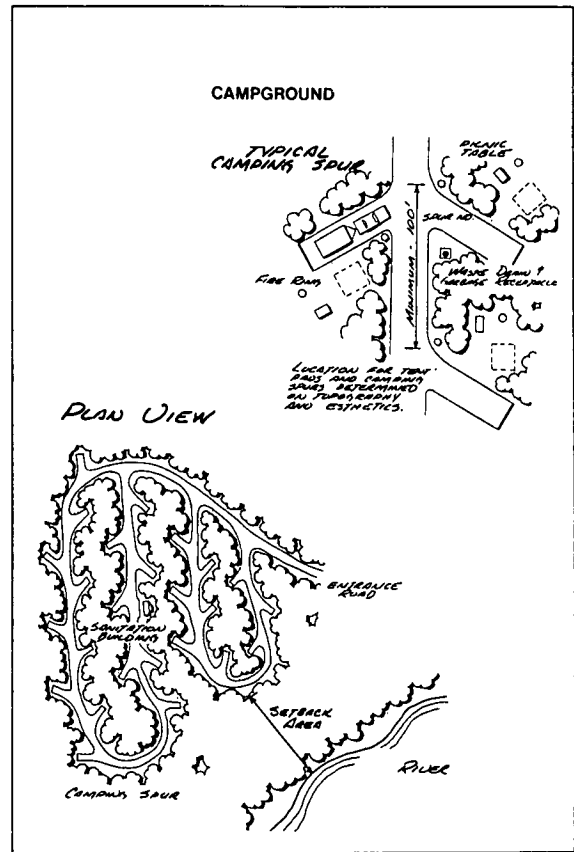
In Hennepin County

T 121 N - R 22 W			Section 10	
Section 31			Government Lot 1	36.82 Island
Government Lot 4	53.00	Island	Government Lot 2	33.85 Island
T 120 N - R 22 W			Hennepin County Total	149.96
Section 6			West Total	322.89
Government Lot 1	11.83	Island	East Total	469.66
Section 5			GRAND TOTAL	<u>792.55</u>
Government Lot 1	14.46	Island		

Sites Typical

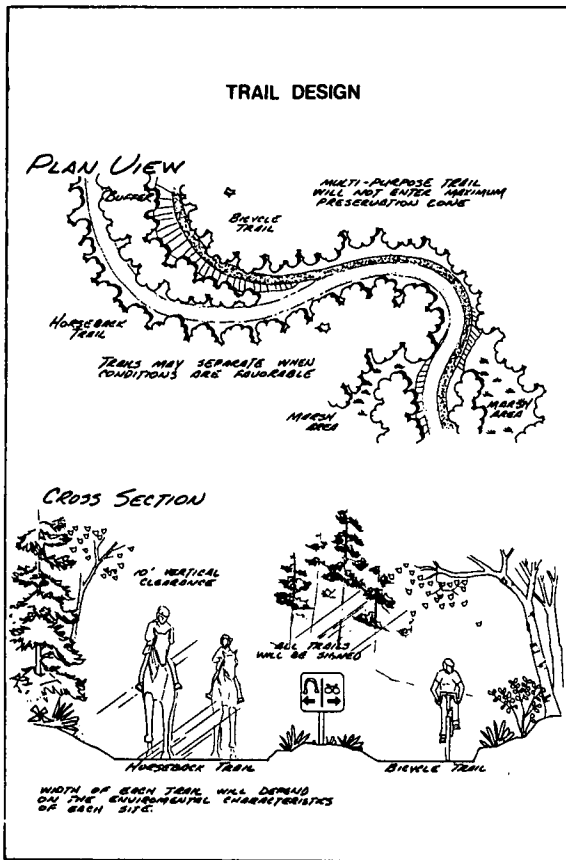


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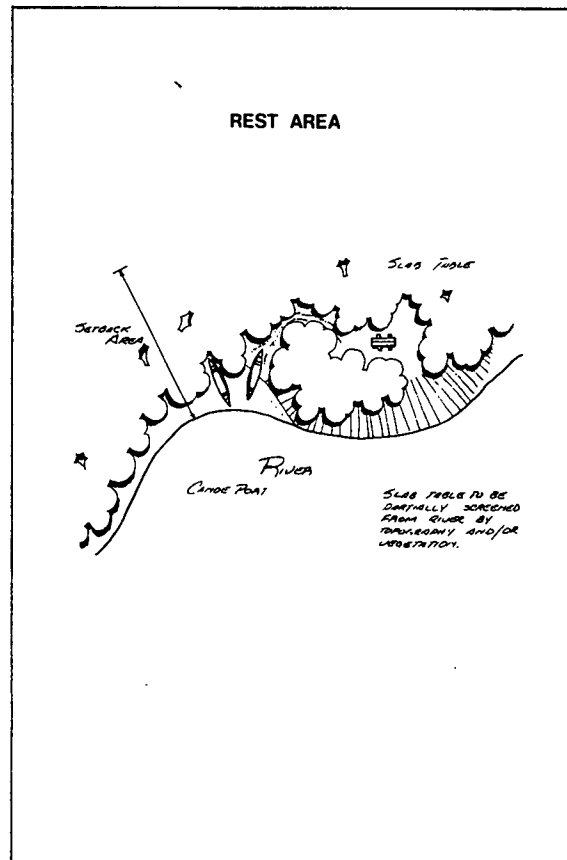


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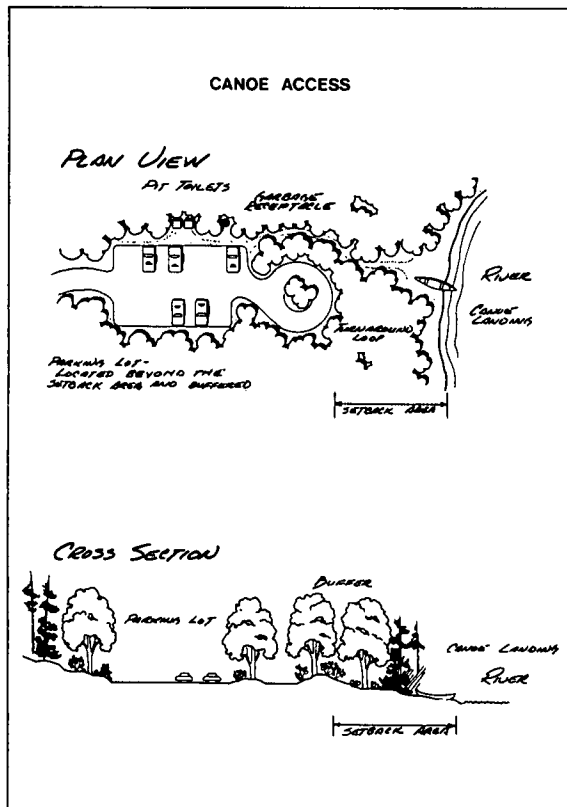
KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while double brackets indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.



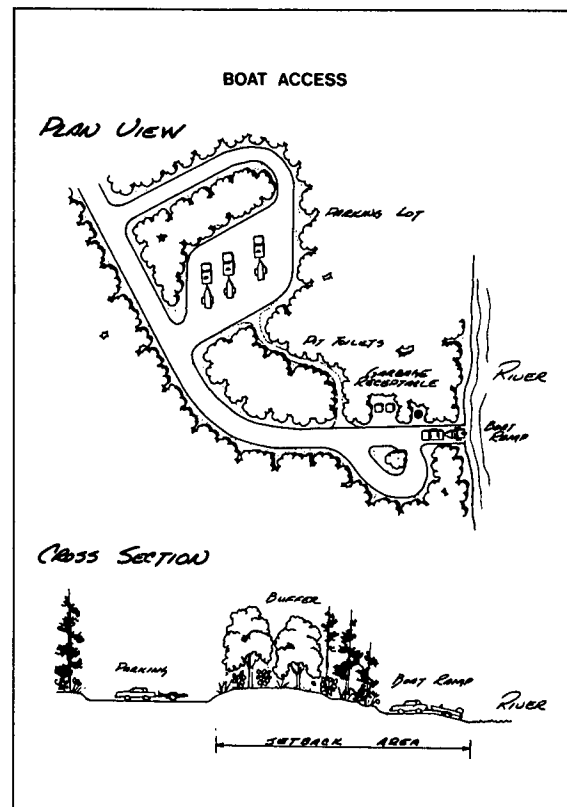
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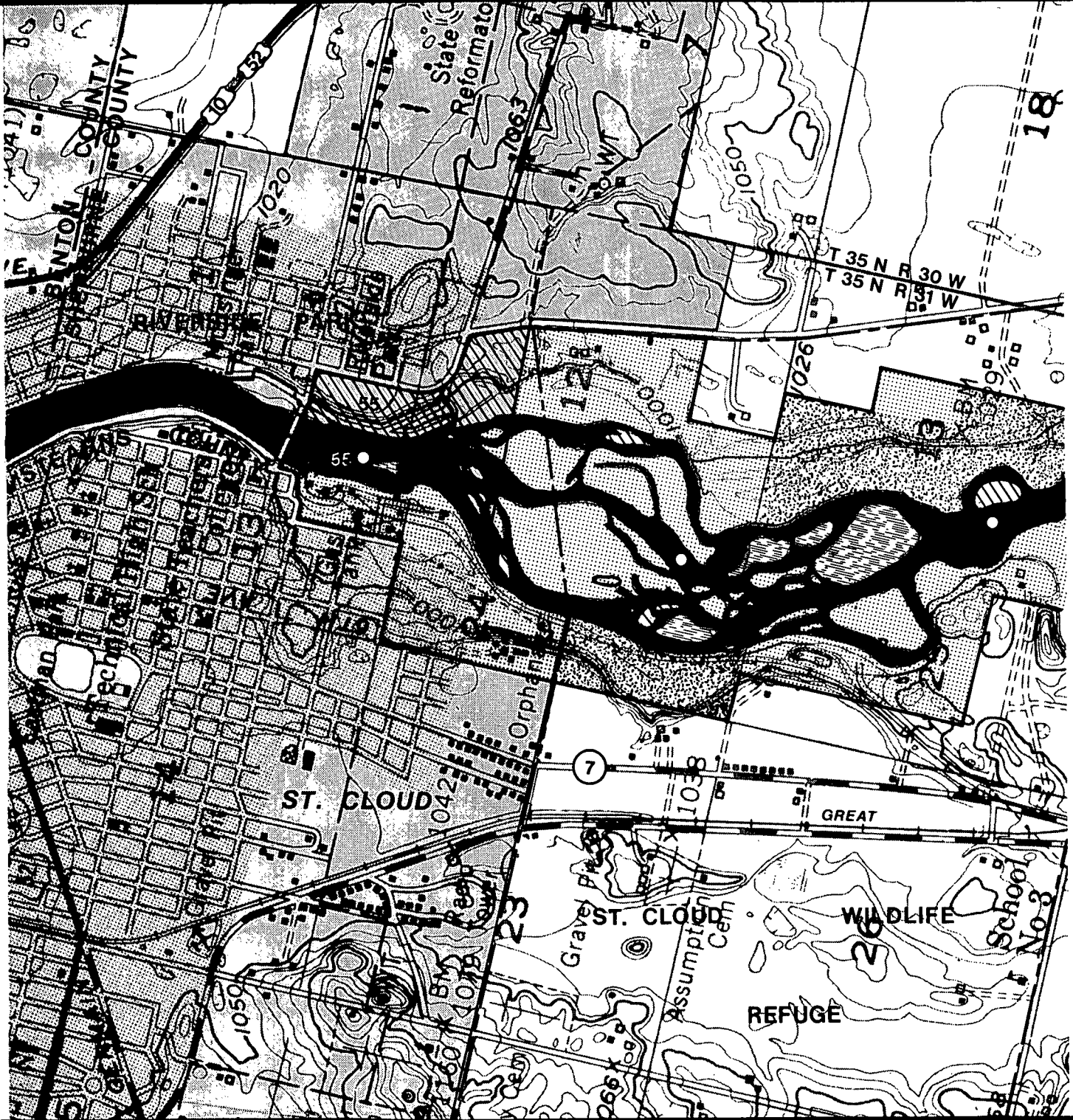
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SITE TYPICAL





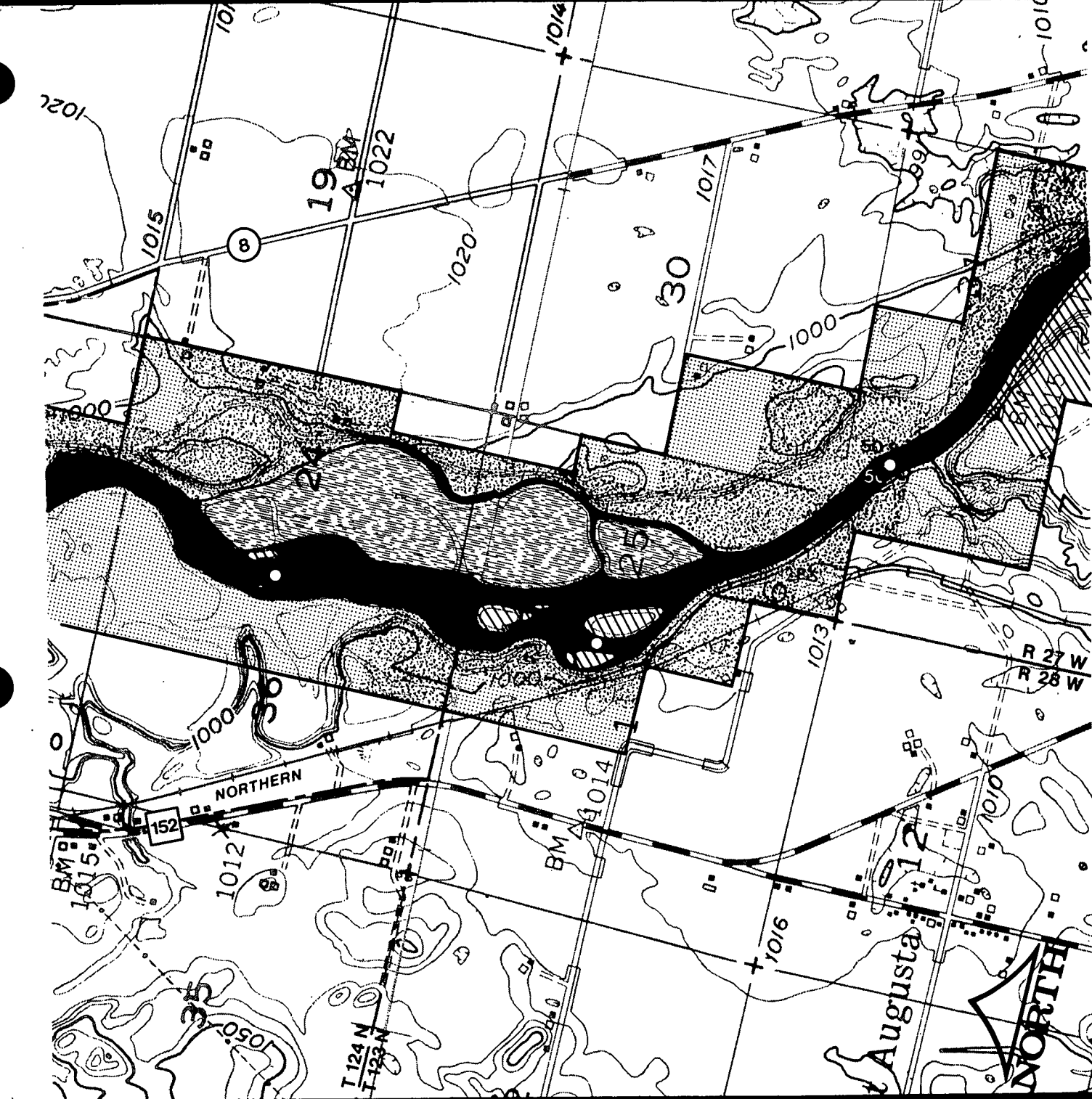
SITE TYPICAL



a management plan for the
MISSISSIPPI RIVER

LAND

- 
LAND USE DISTRICT
- 
PUBLIC OWNERSHIP



MANAGEMENT




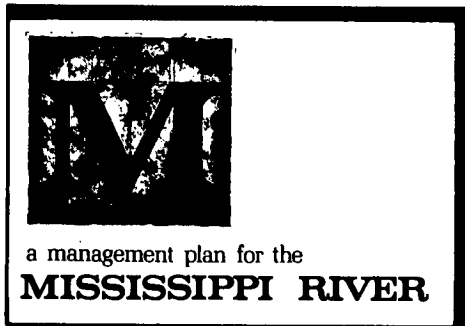
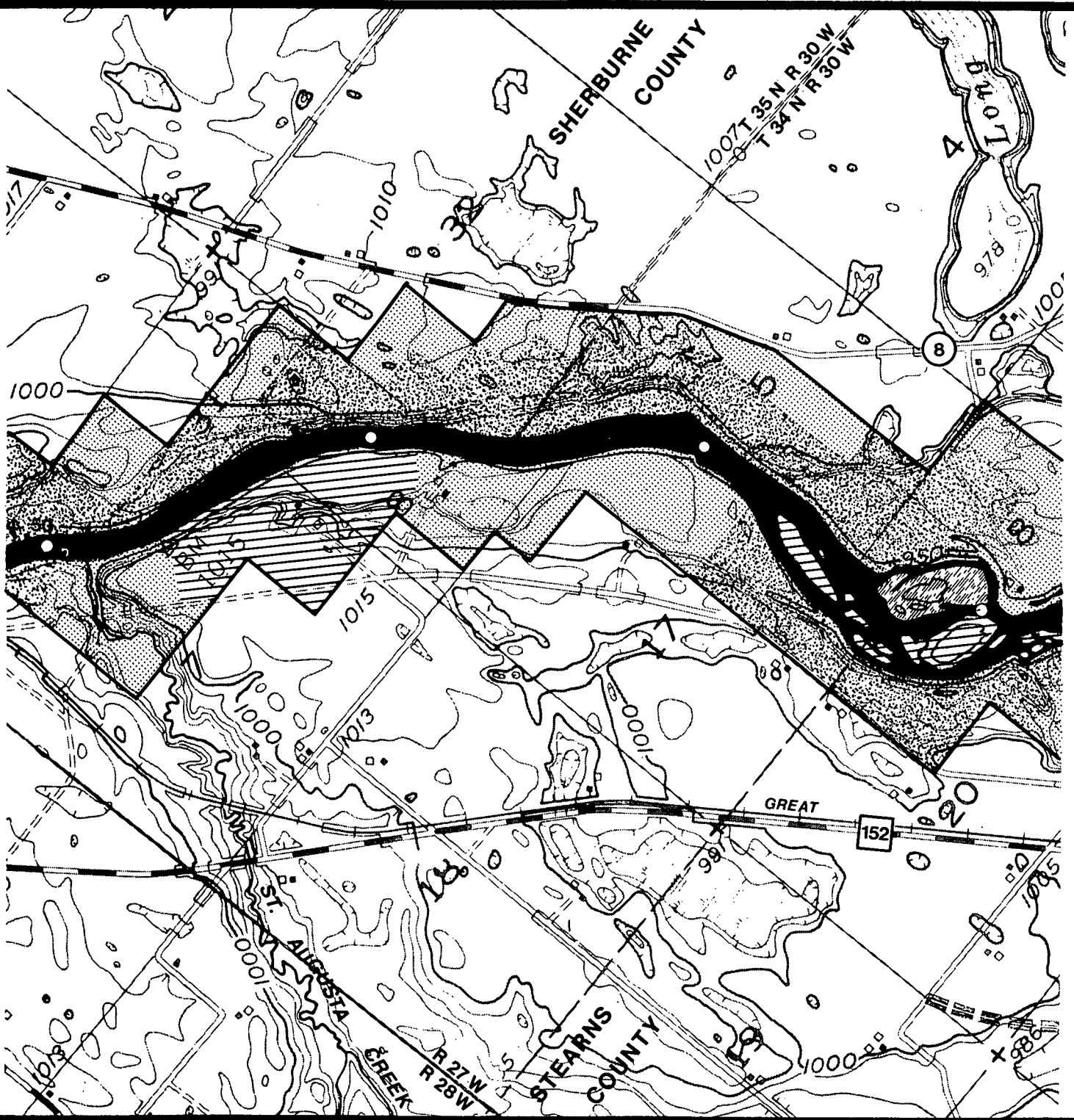


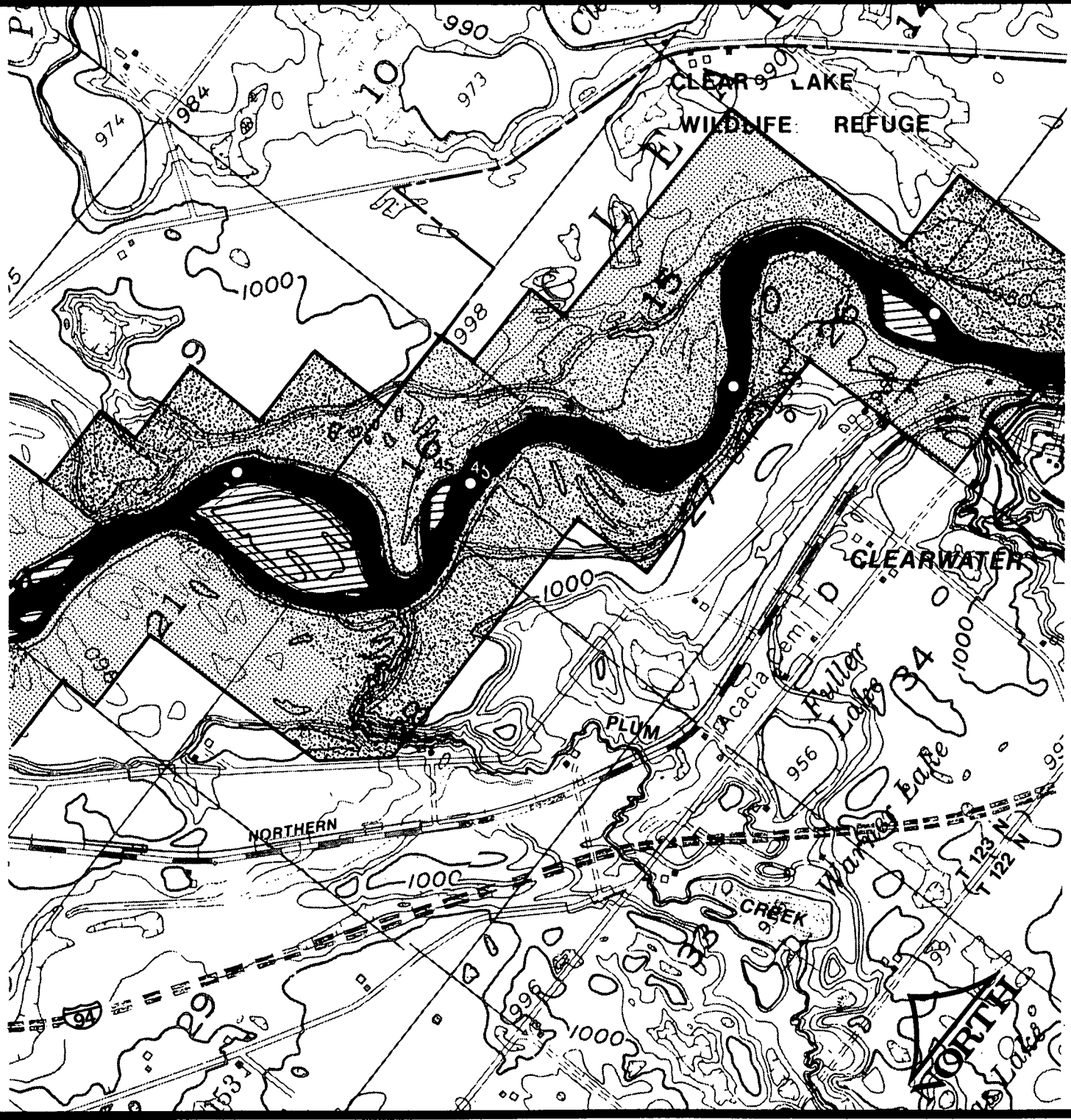
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-  SCENIC EASEMENT
-  ZONING

PLATE 1
 scale:
 1" : 2000'






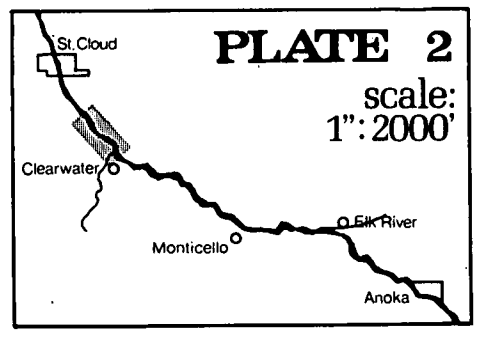
LAND

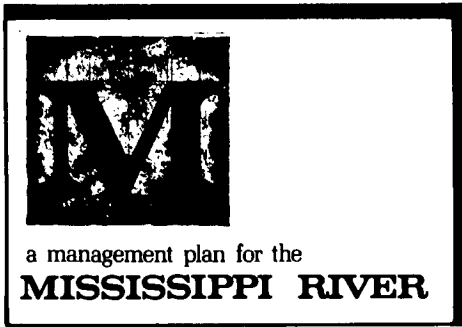
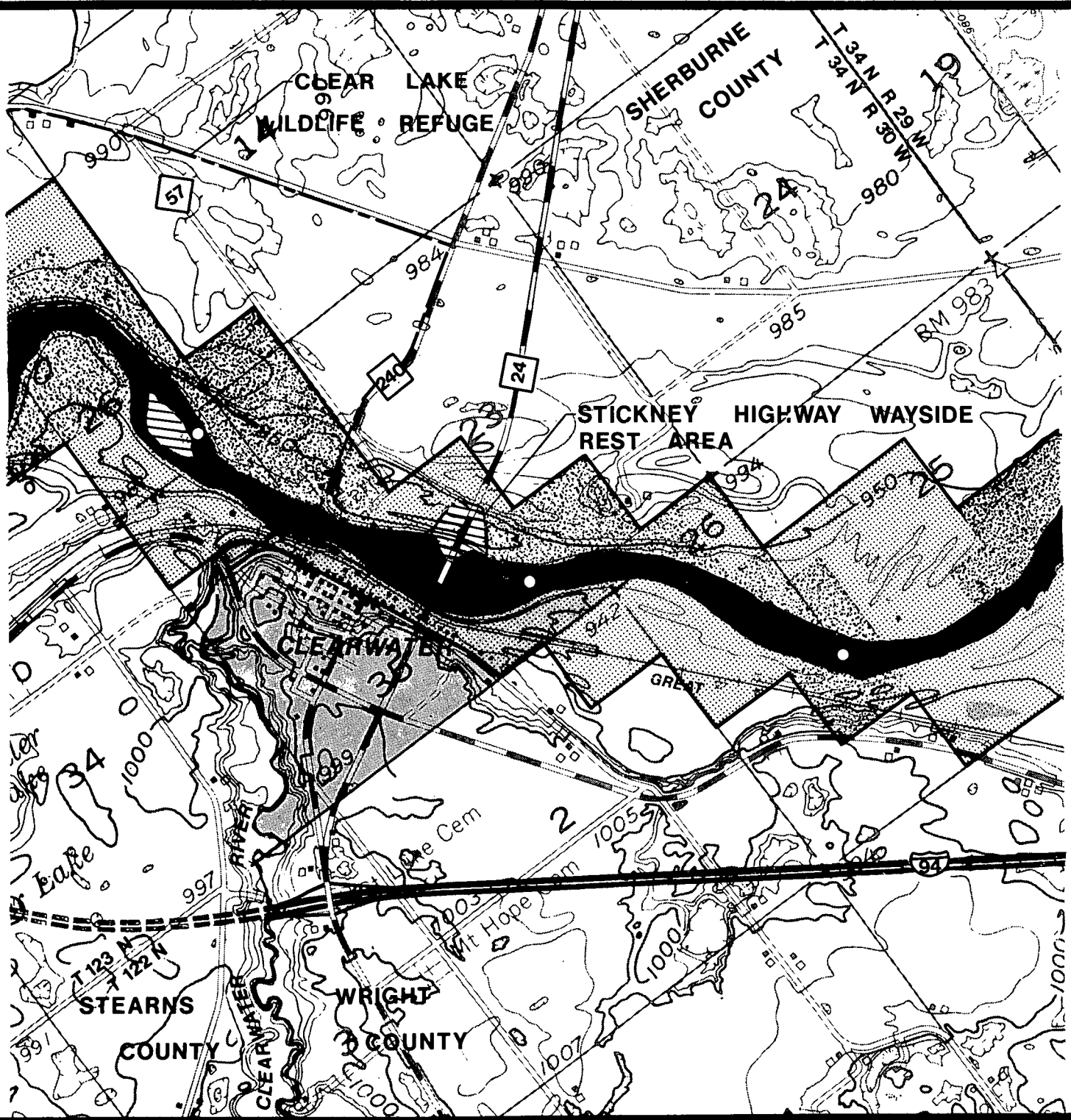
-  LAND USE DISTRICT
-  PUBLIC OWNERSHIP





MANAGEMENT

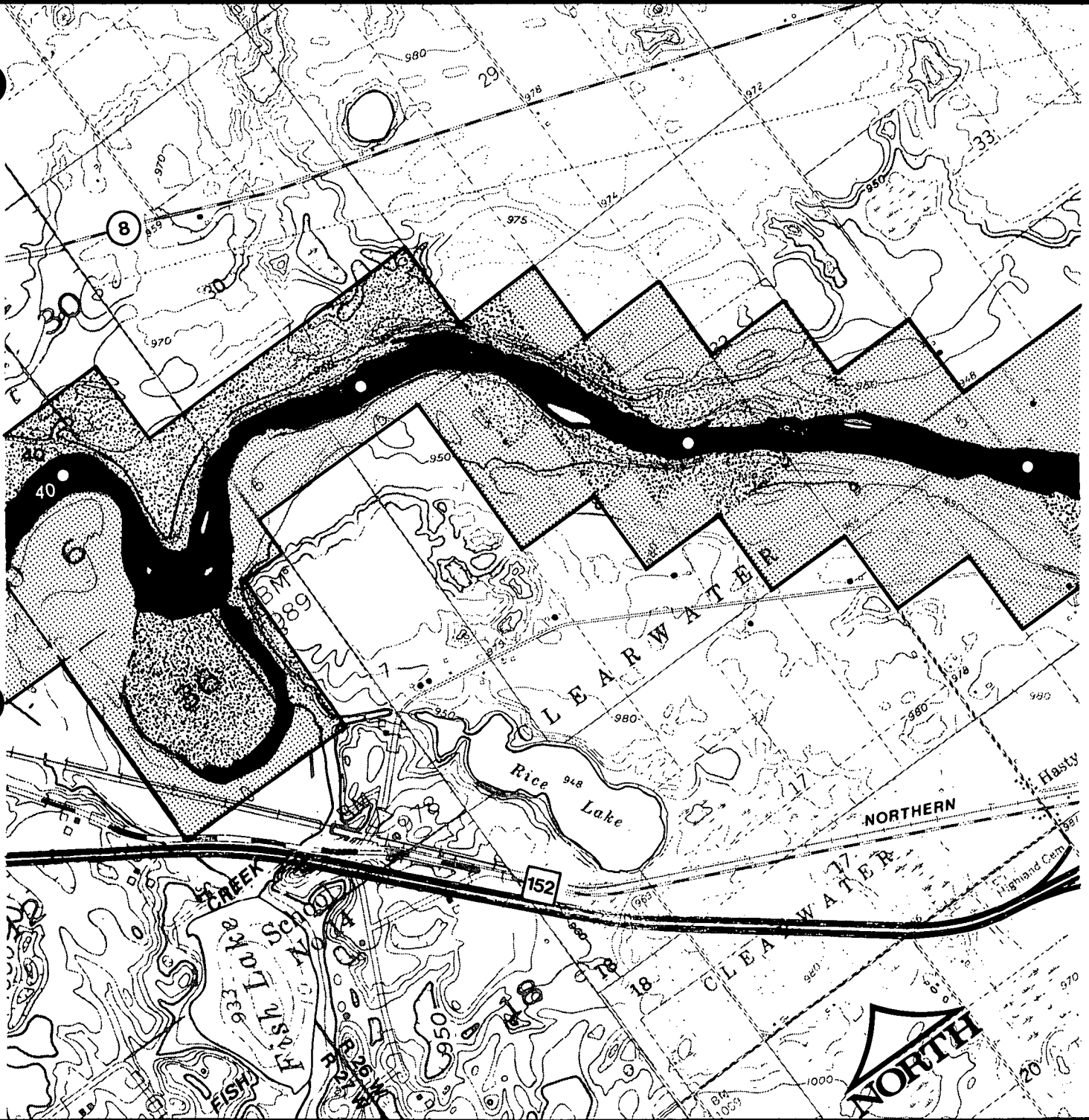
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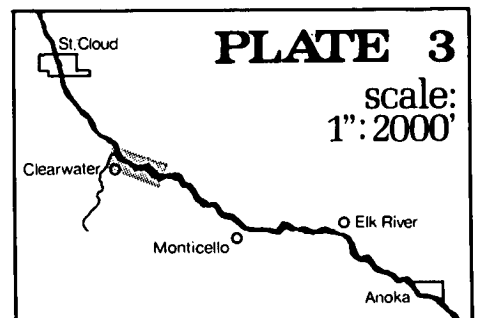
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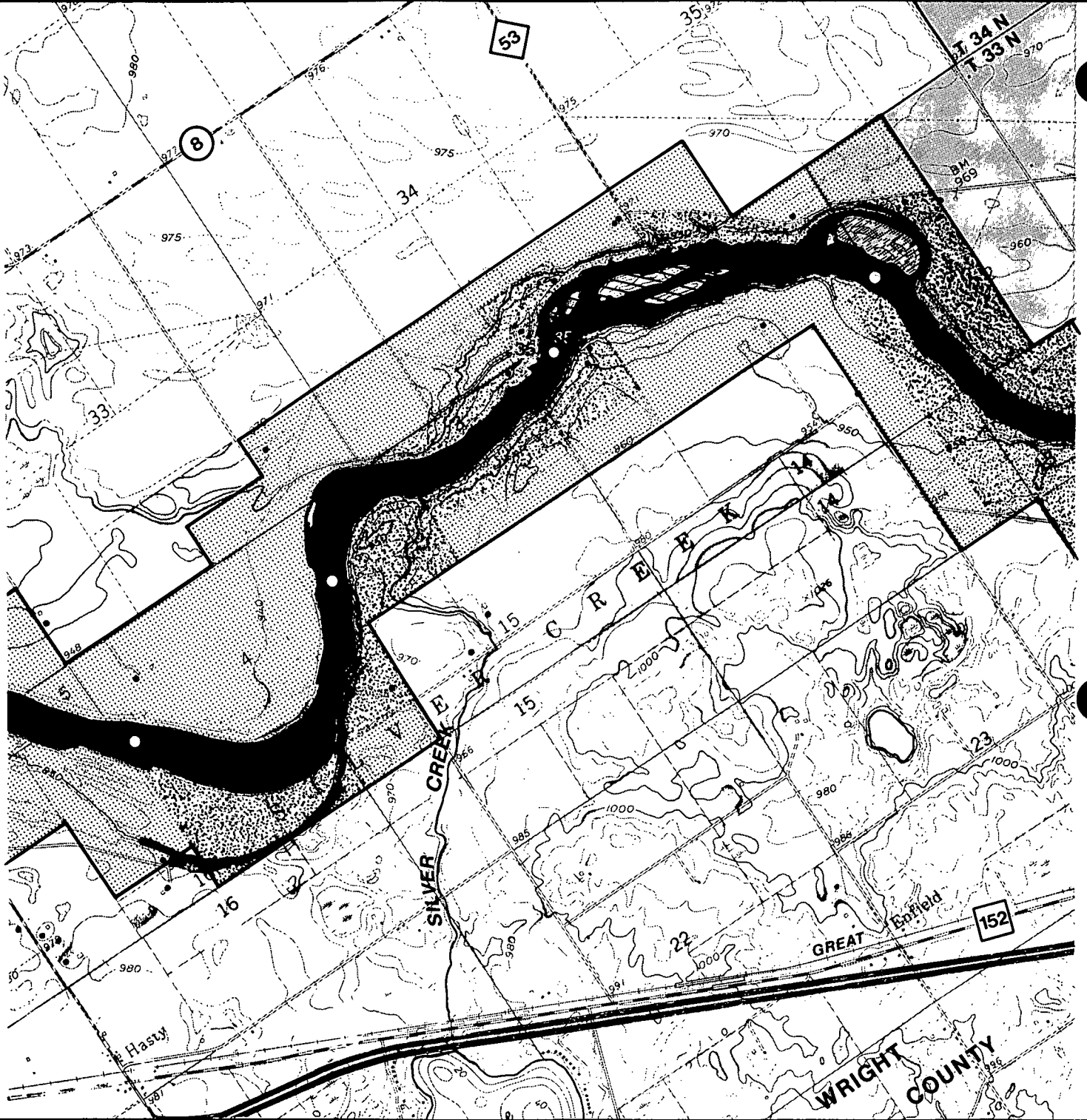
	LAND USE DISTRICT
	PUBLIC OWNERSHIP



MANAGEMENT

-  FEE TITLE
-  SCENIC EASEMENT
-  ZONING





a management plan for the
MISSISSIPPI RIVER

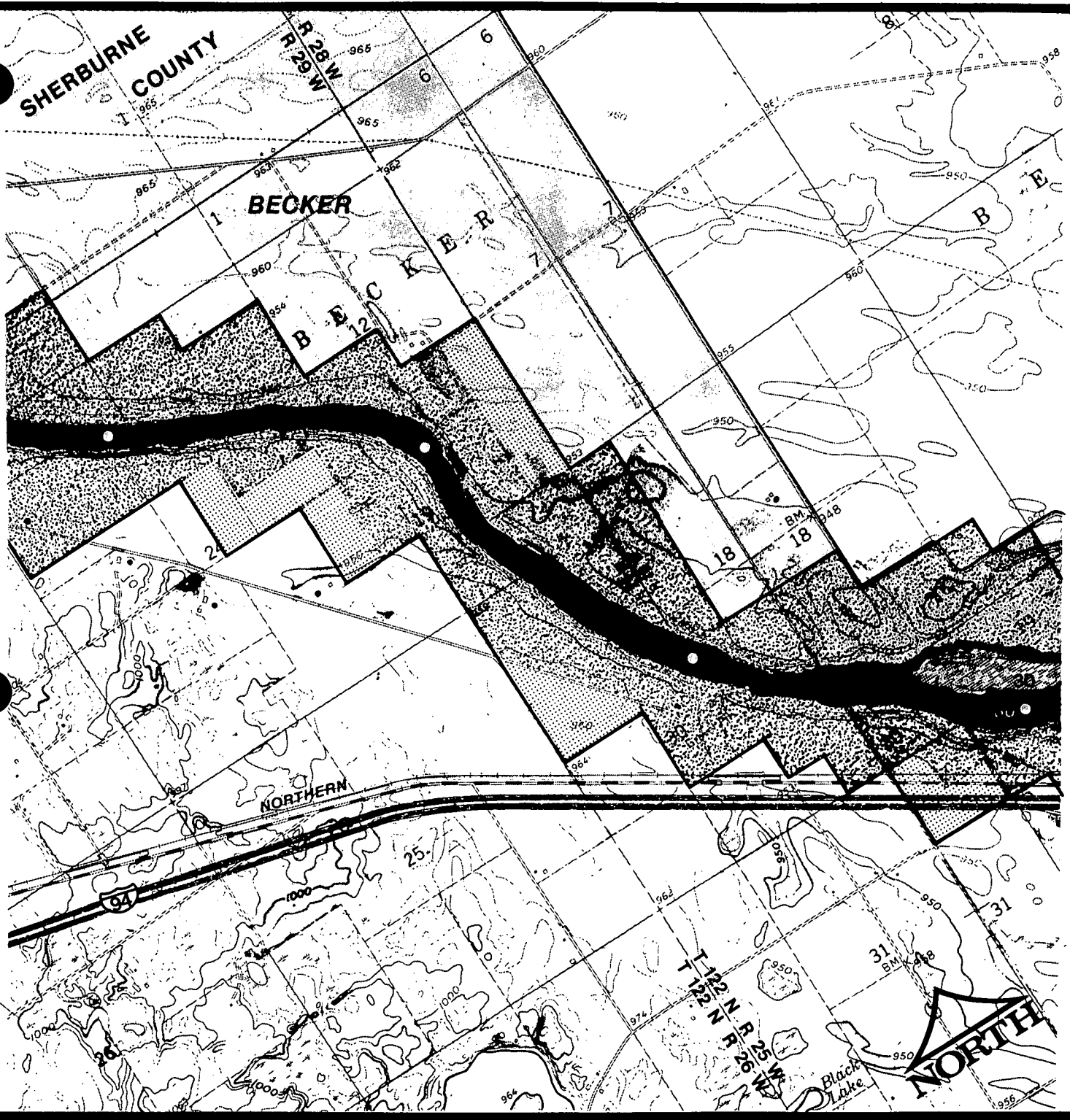
LAND






LAND USE DISTRICT

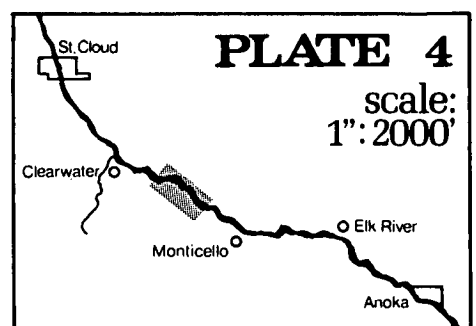


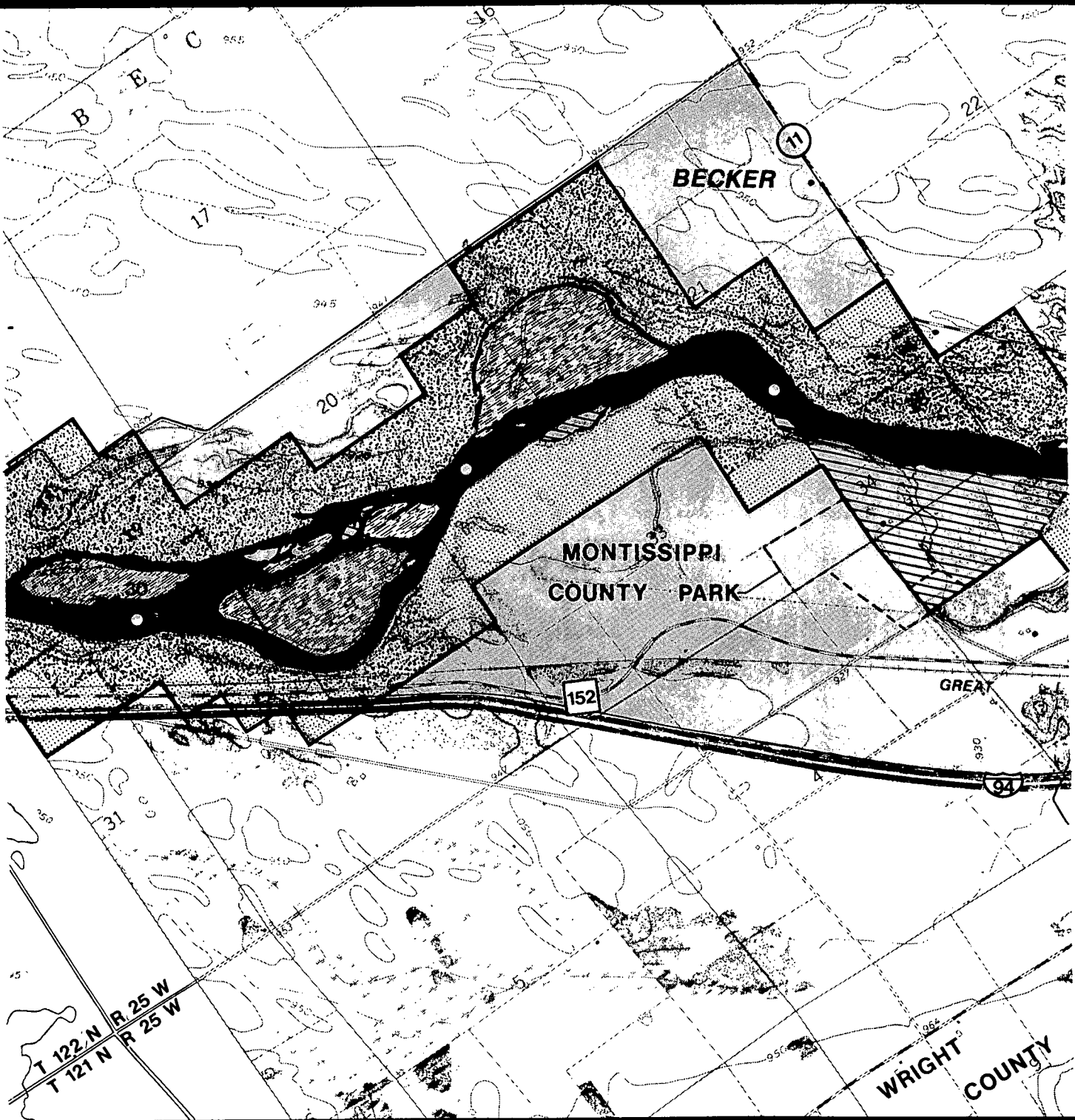
PUBLIC OWNERSHIP



MANAGEMENT

-  FEE TITLE
-  SCENIC EASEMENT
-  ZONING





a management plan for the
MISSISSIPPI RIVER

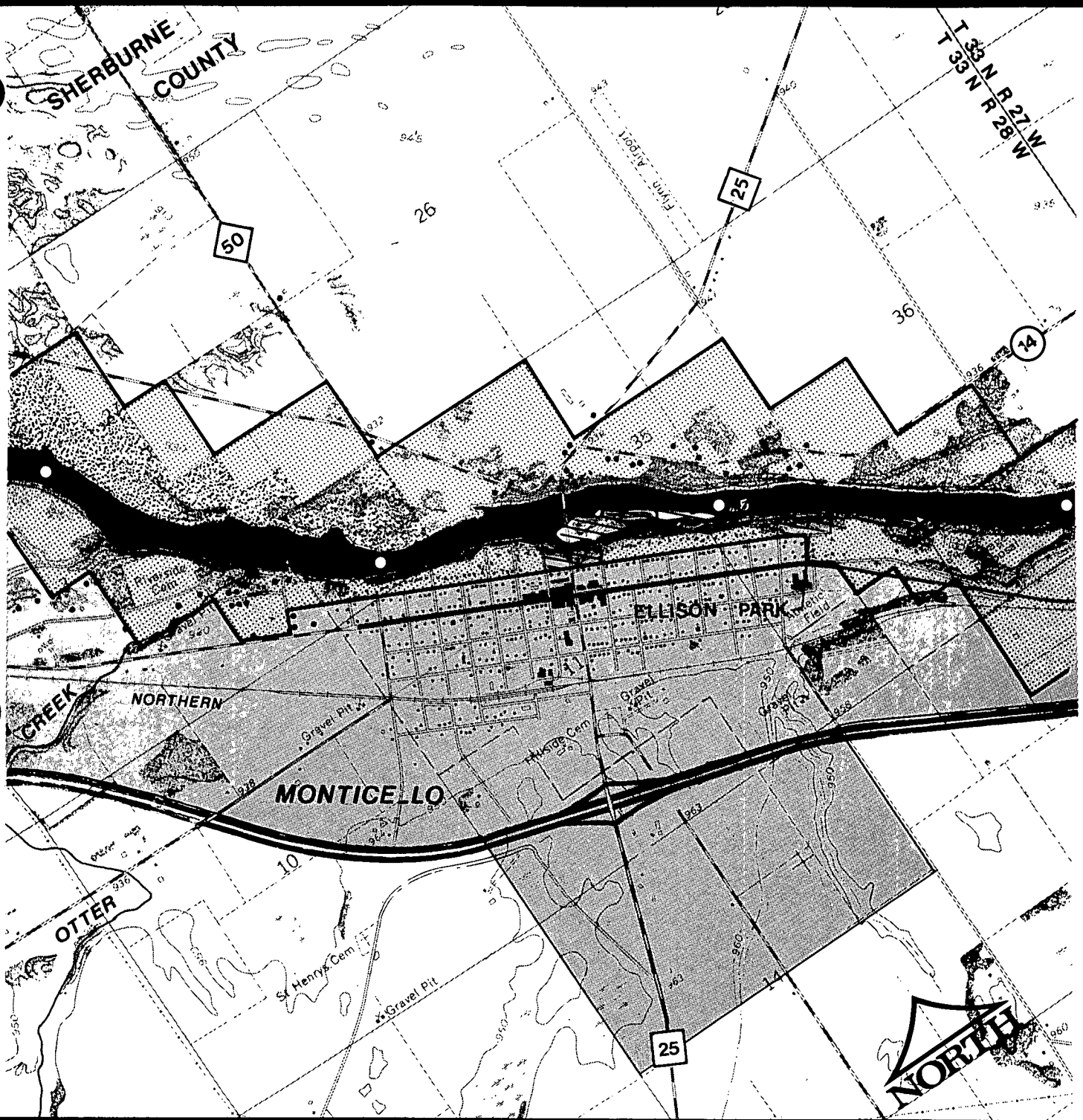
LAND






LAND USE DISTRICT

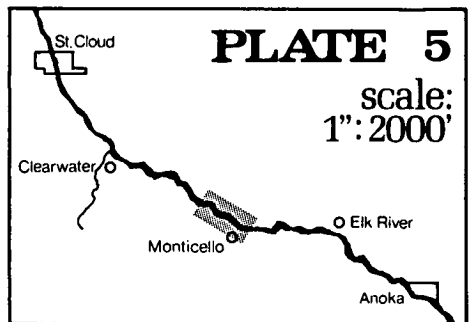


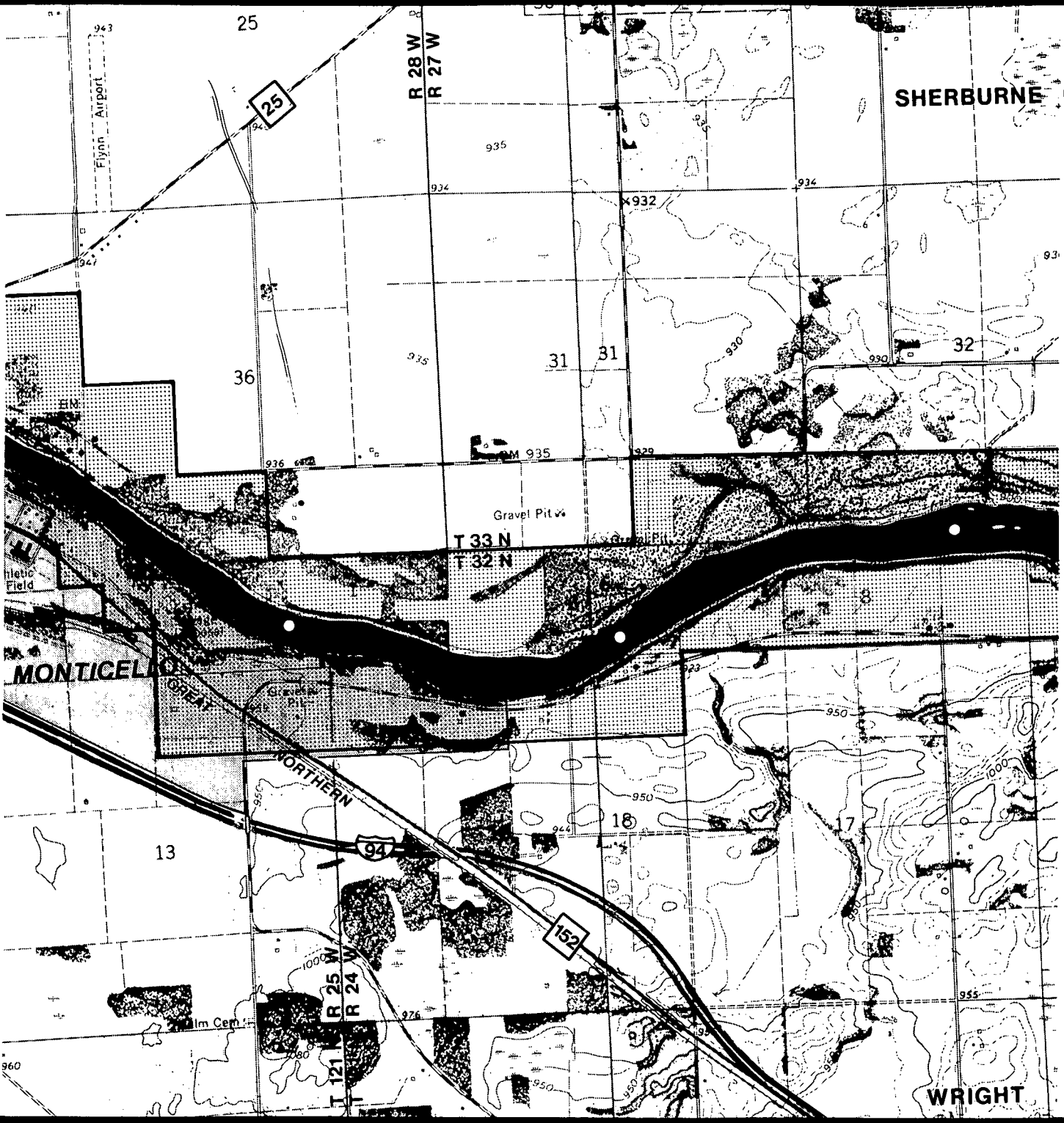
PUBLIC OWNERSHIP



MANAGEMENT

-  FEE TITLE
-  SCENIC EASEMENT
-  ZONING





a management plan for the
MISSISSIPPI RIVER

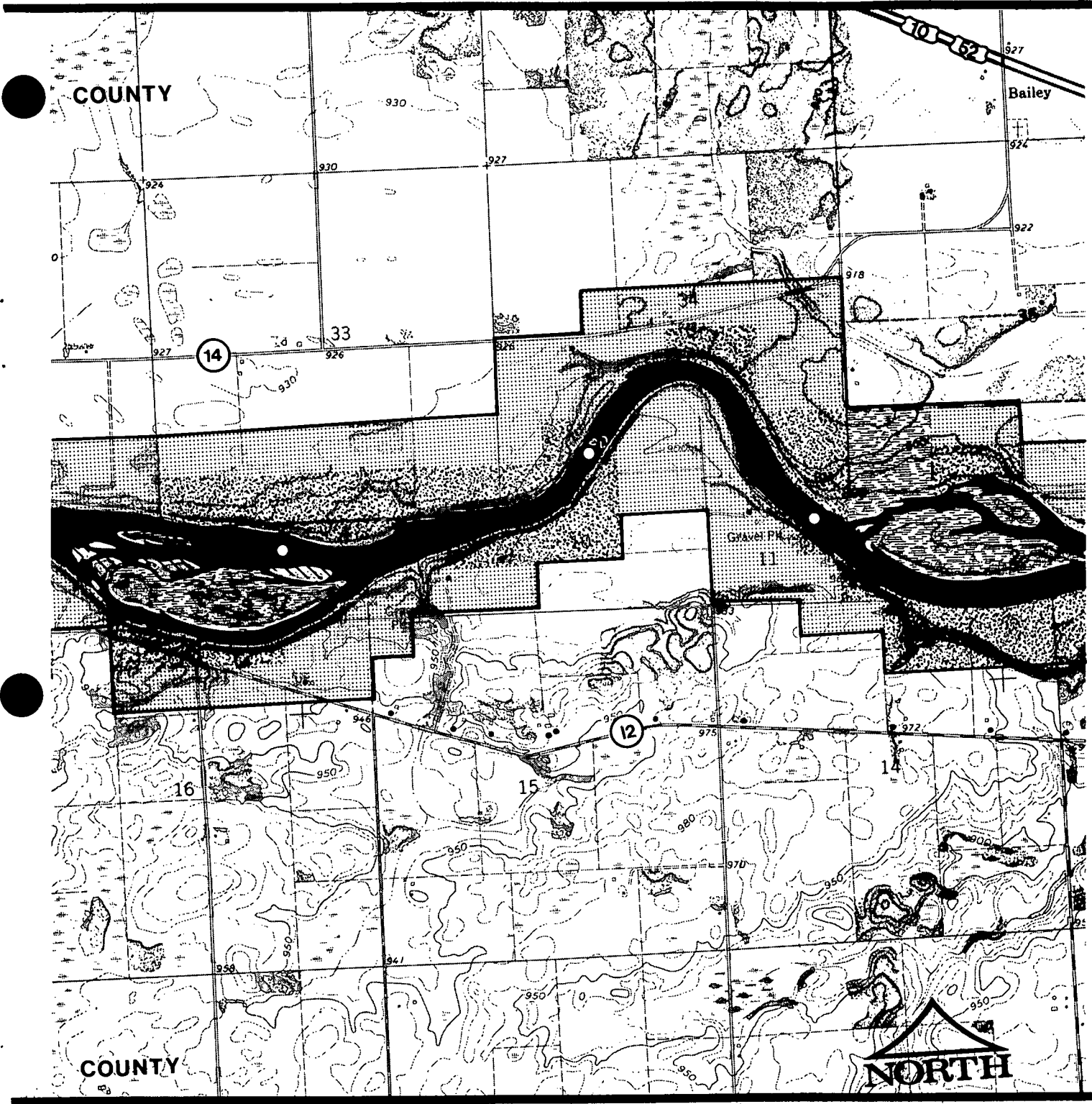
LAND



LAND USE DISTRICT



PUBLIC OWNERSHIP



COUNTY

Bailey

14

12

16




15

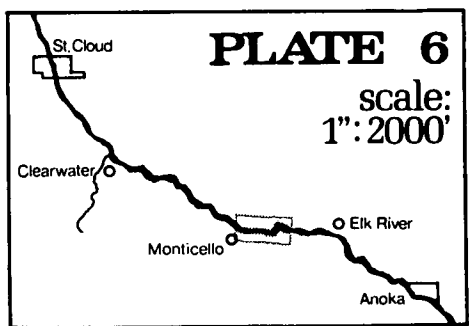
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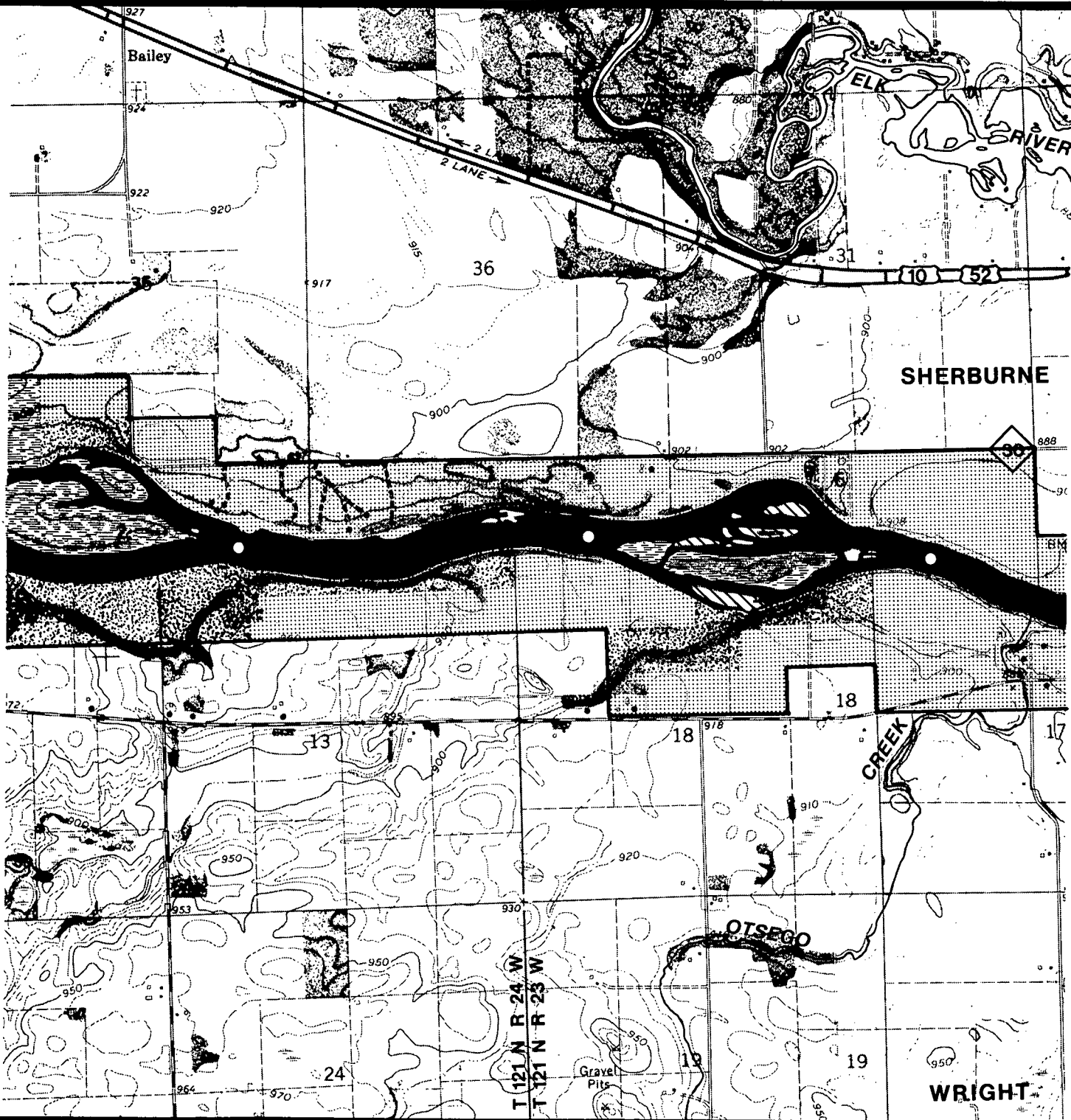
COUNTY

NORTH

MANAGEMENT

-  FEE TITLE
-  SCENIC EASEMENT
-  ZONING





T 121 N R 24 W
T 121 N R 23 W



a management plan for the
MISSISSIPPI RIVER

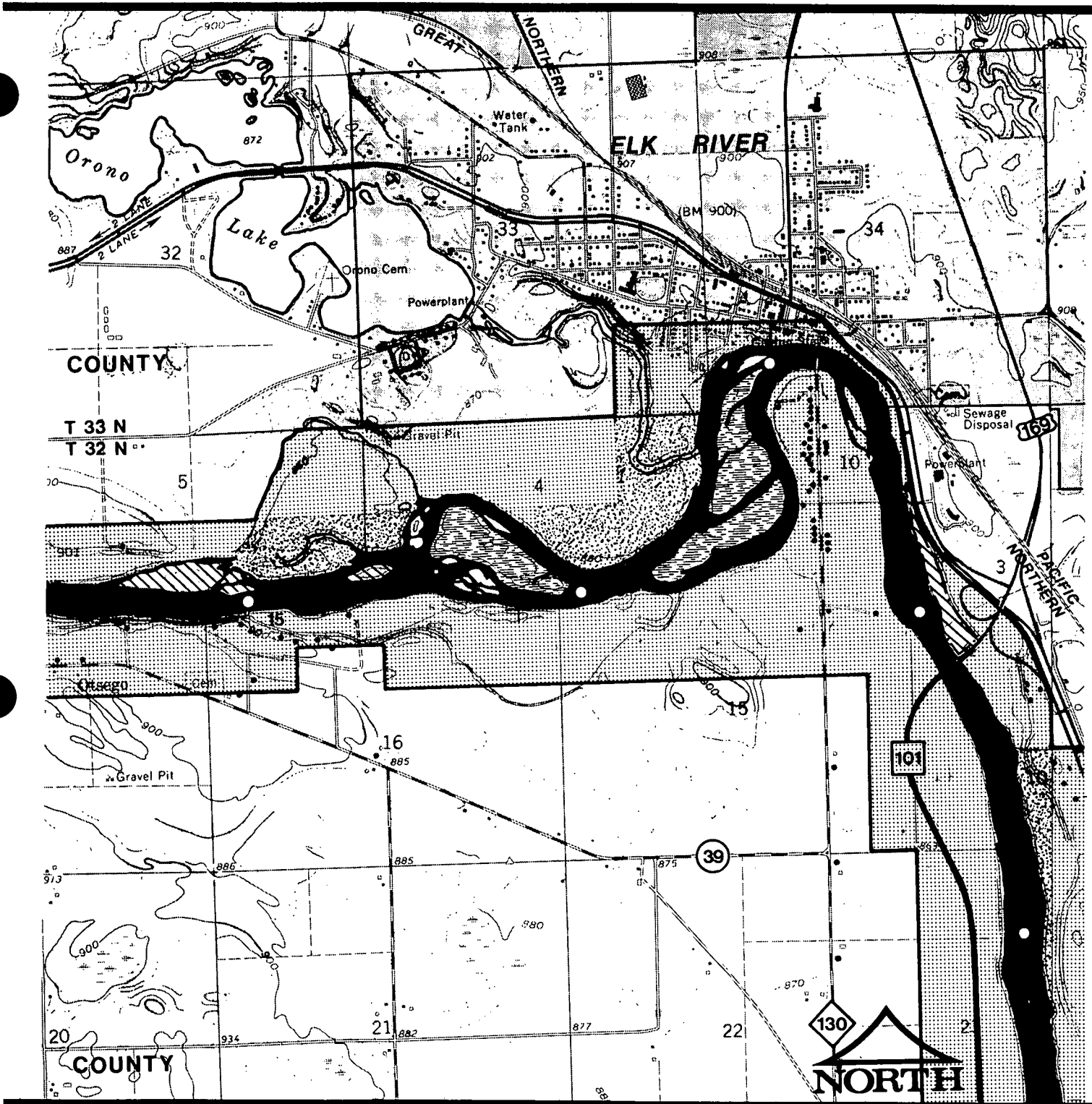
LAND





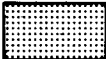
LAND USE DISTRICT

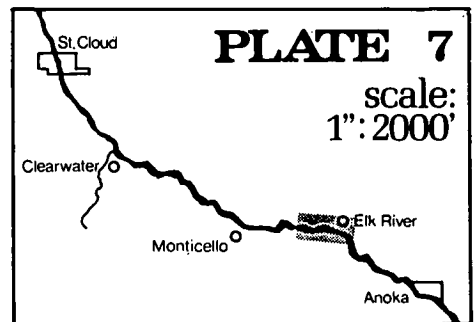


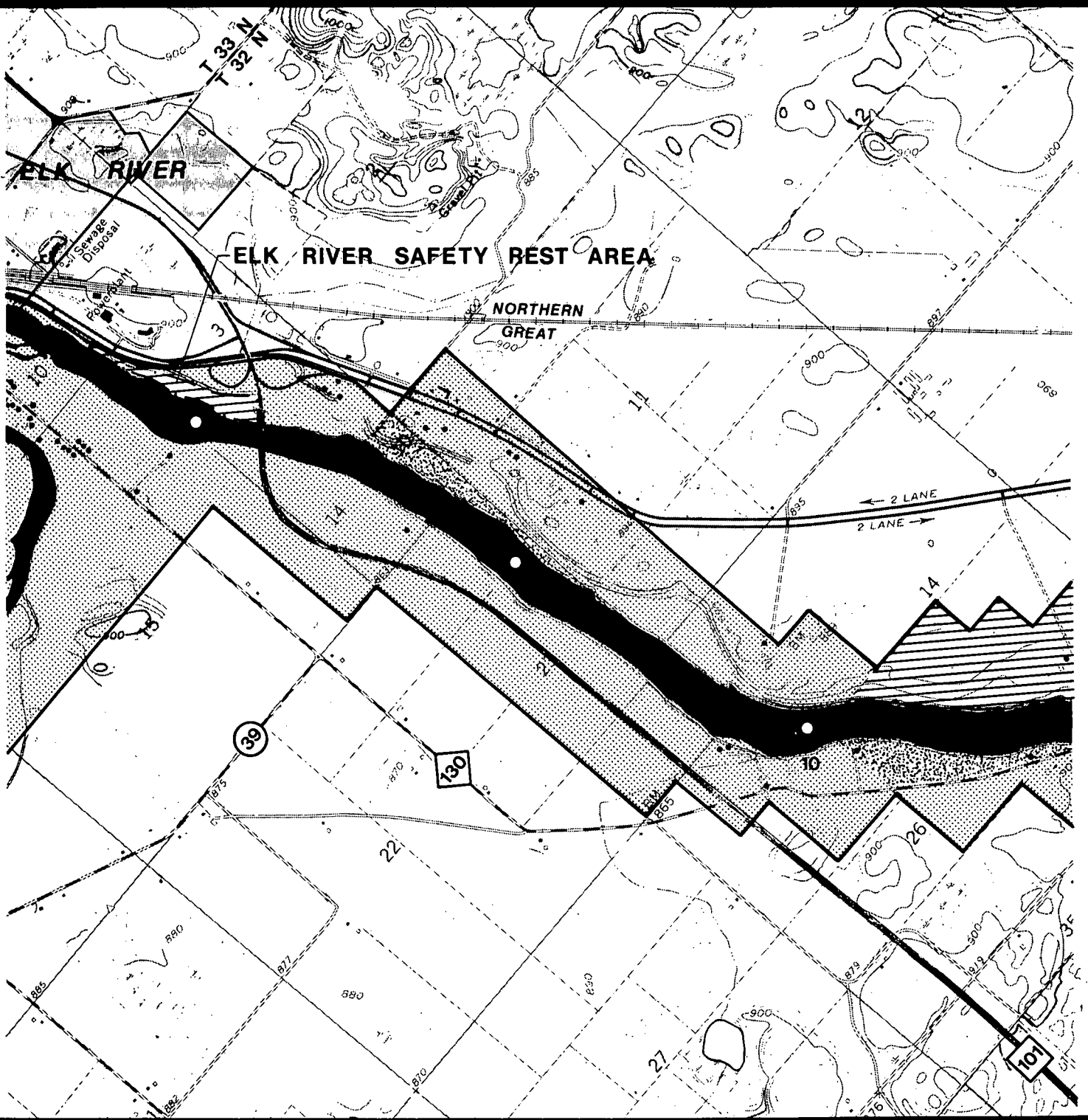
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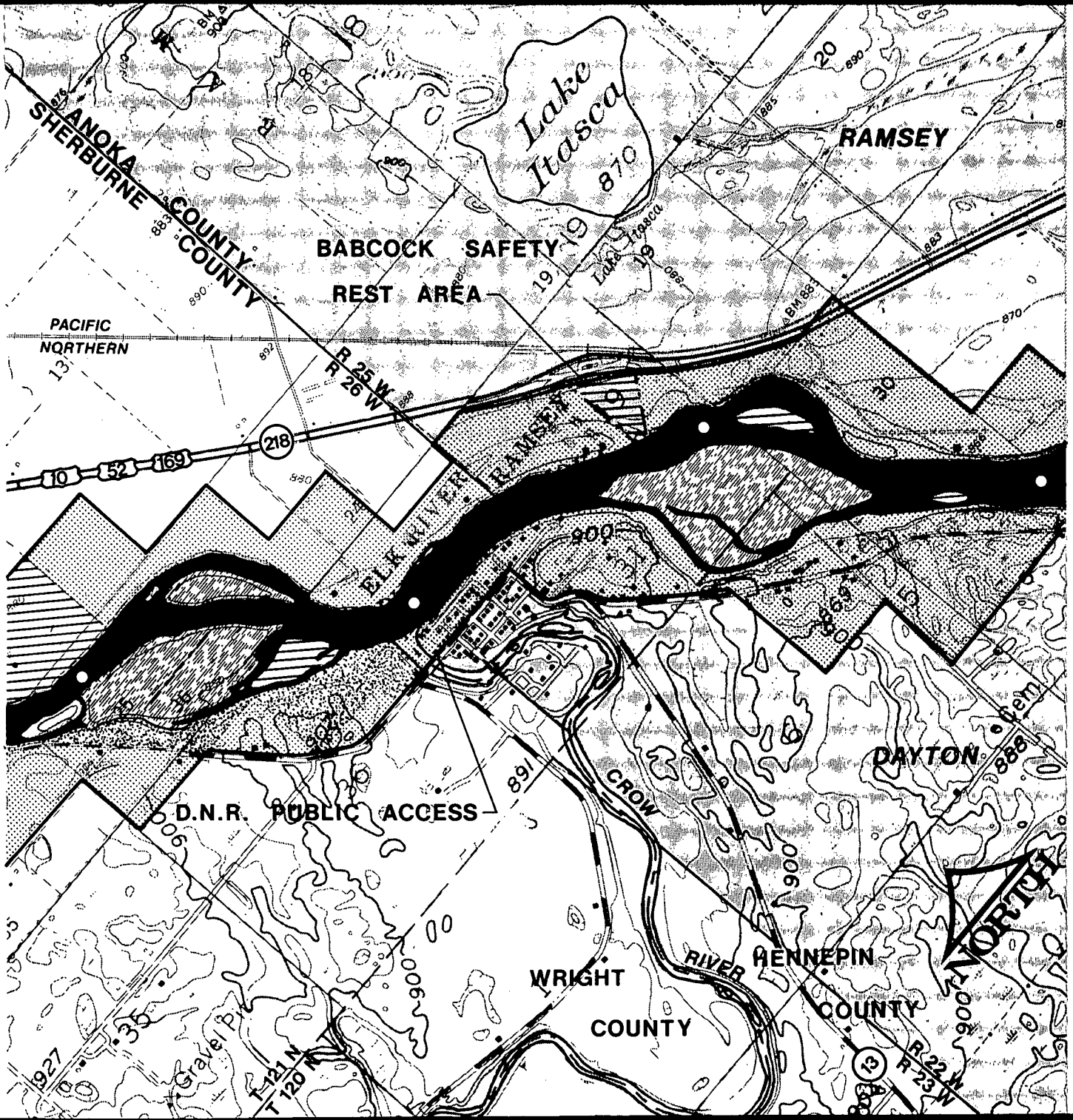
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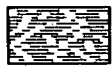


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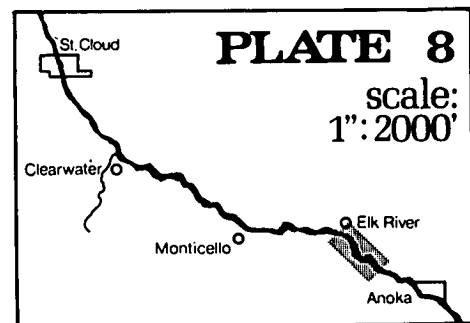


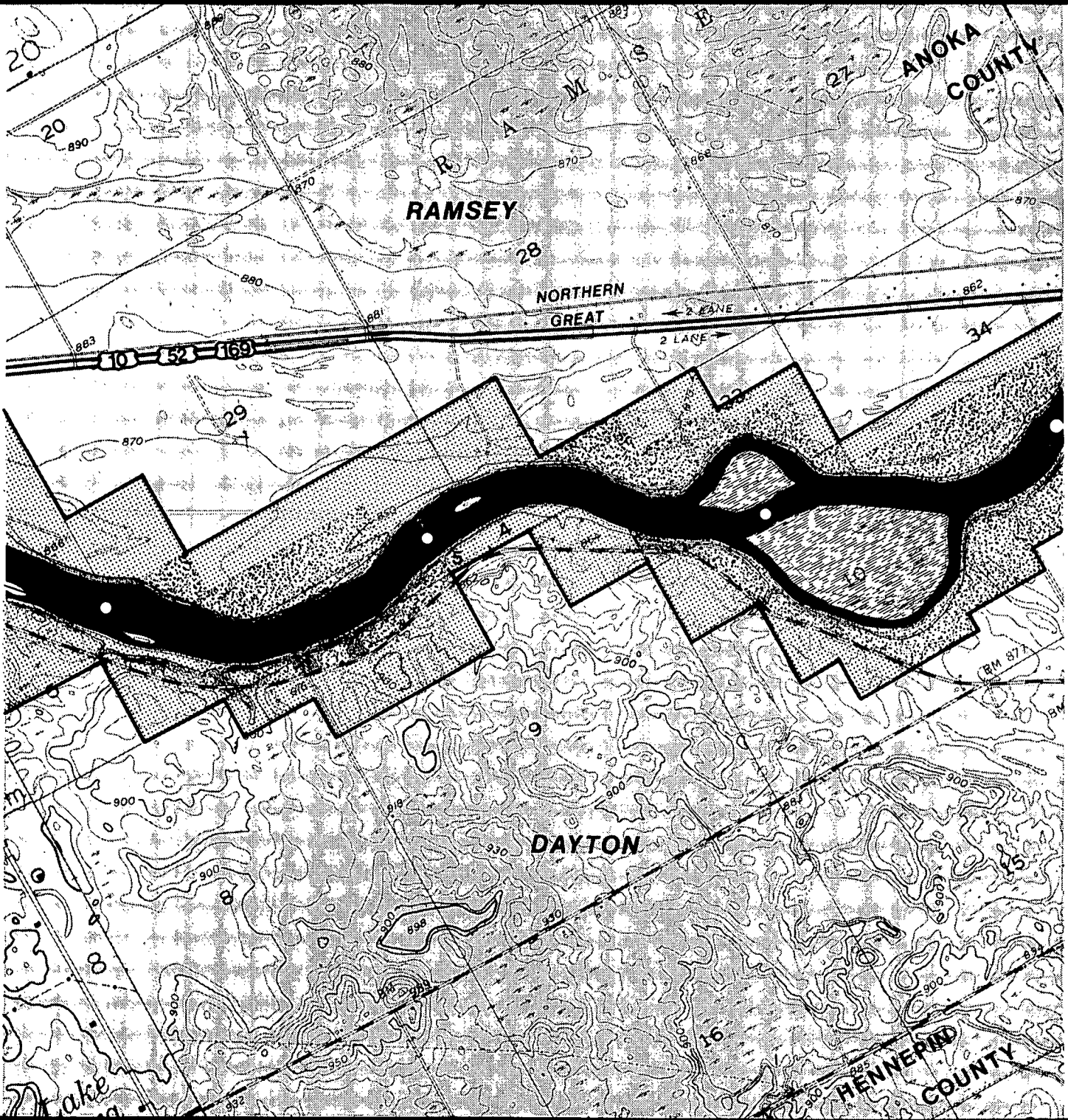
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a management plan for the
MISSISSIPPI RIVER

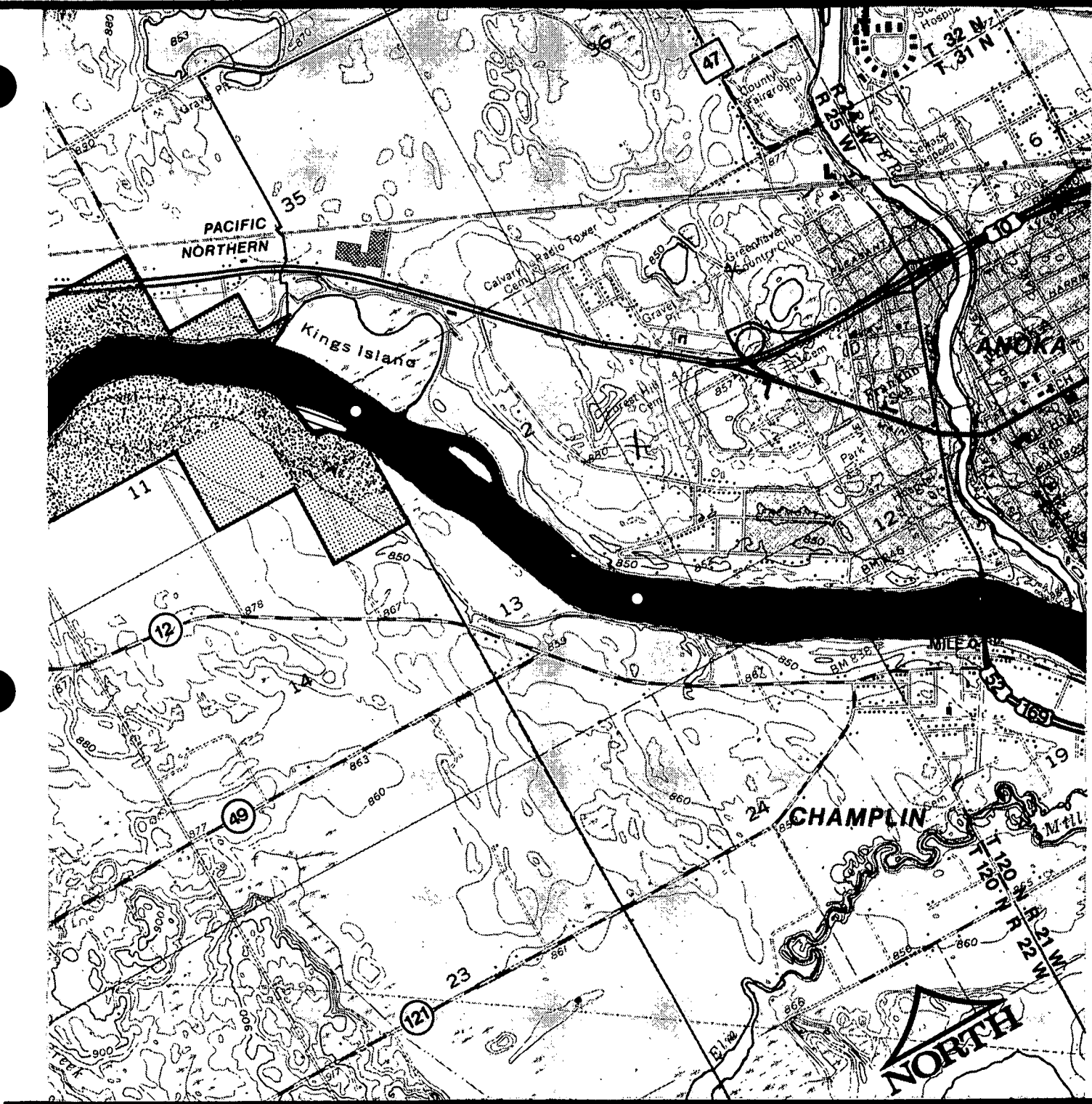
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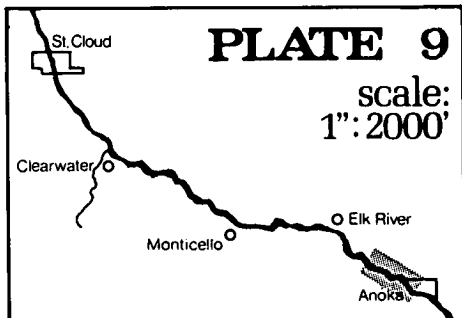


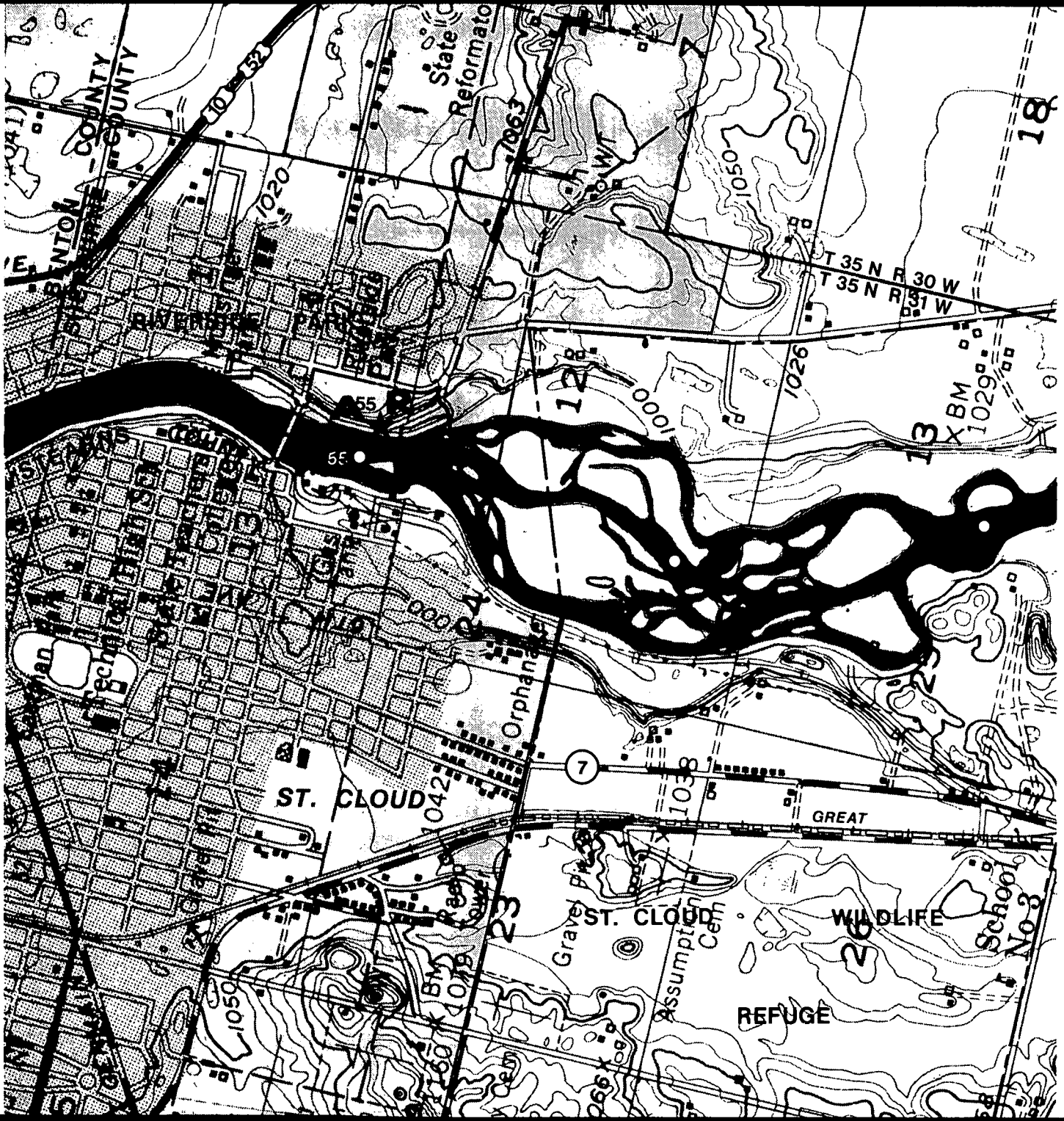
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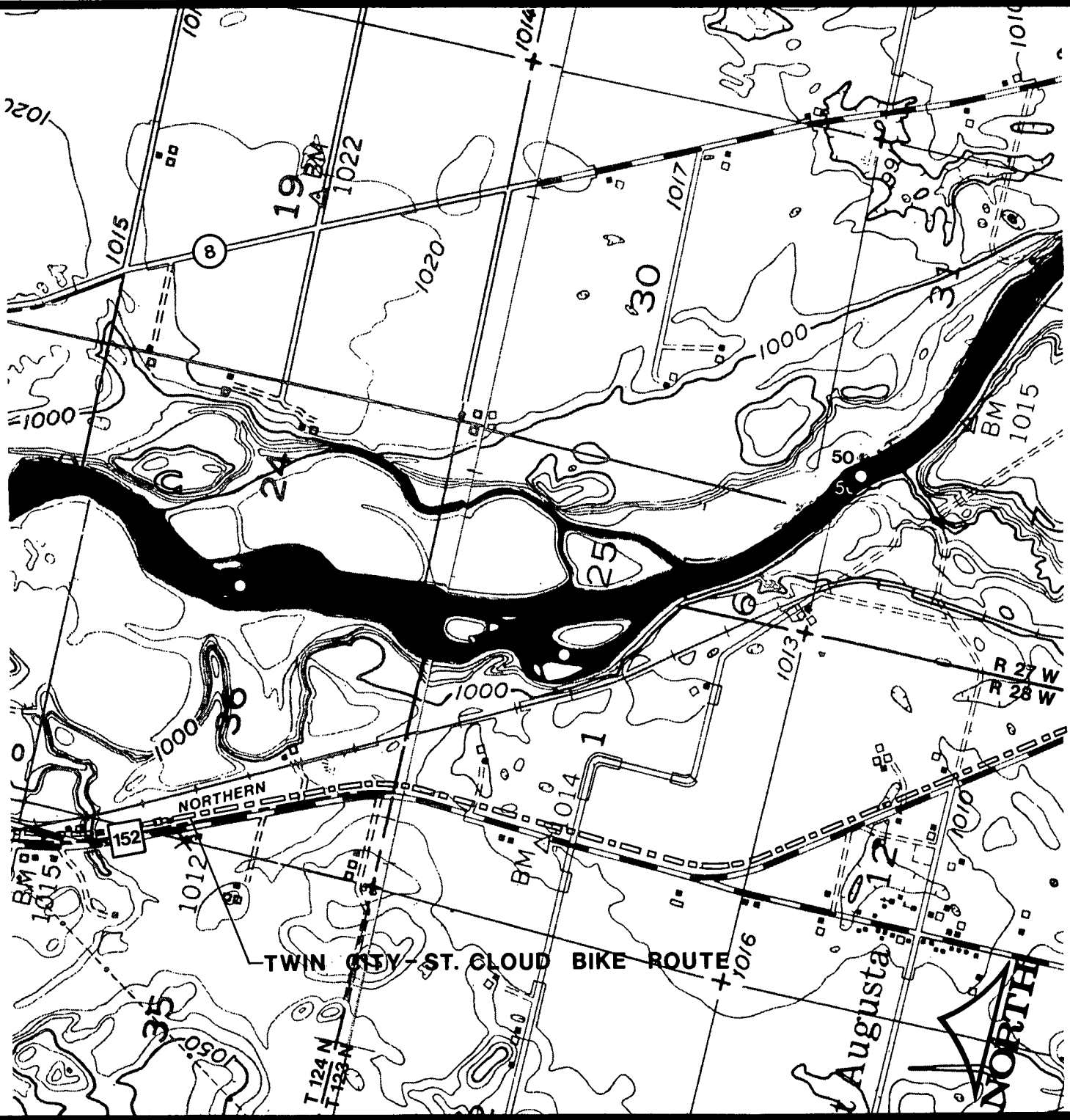
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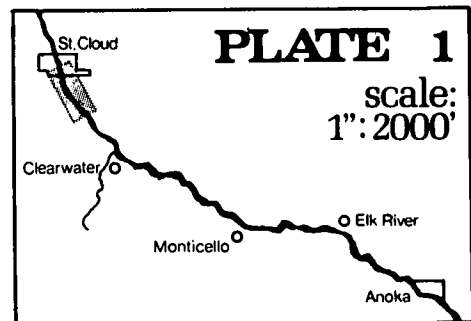
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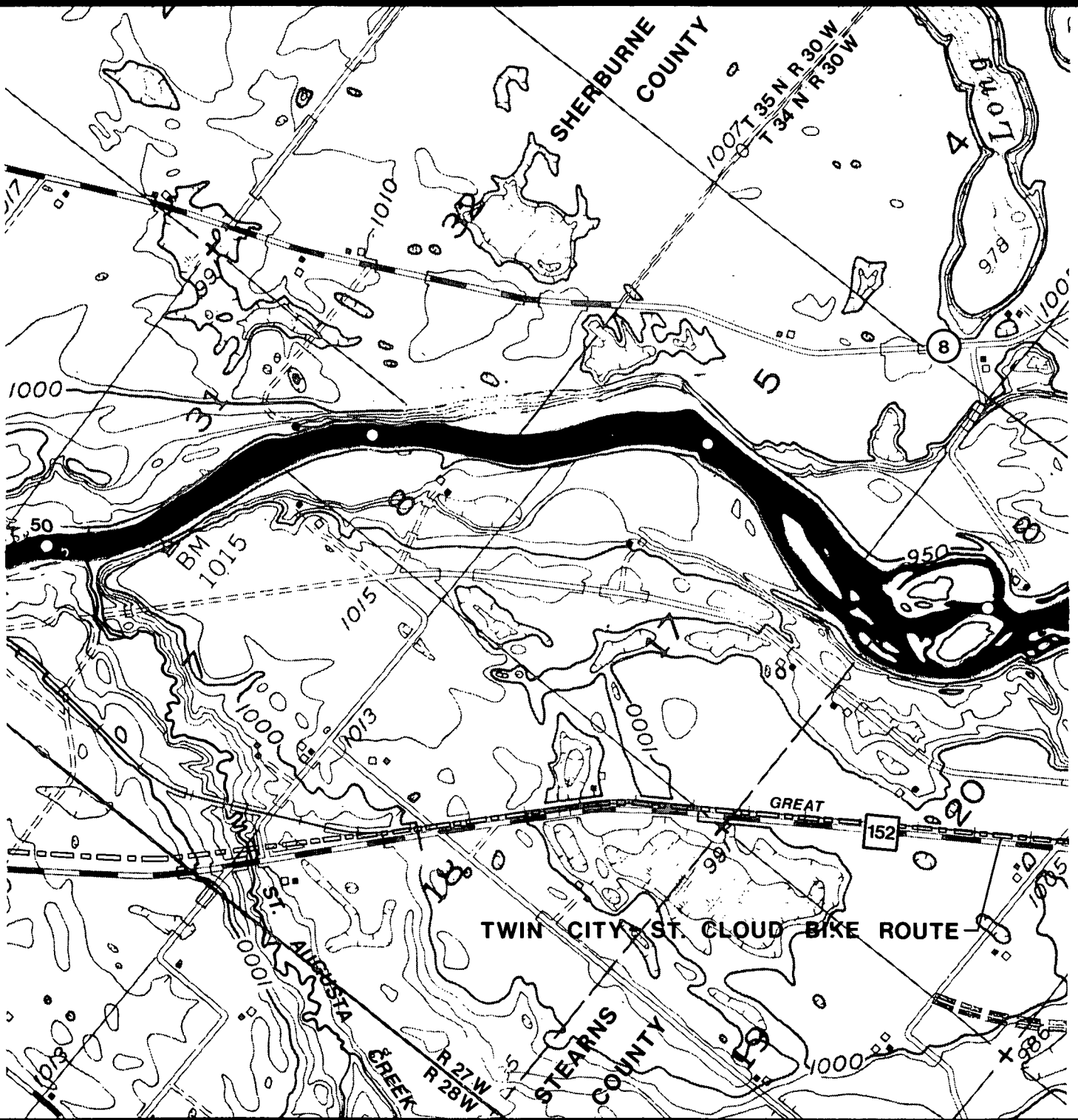
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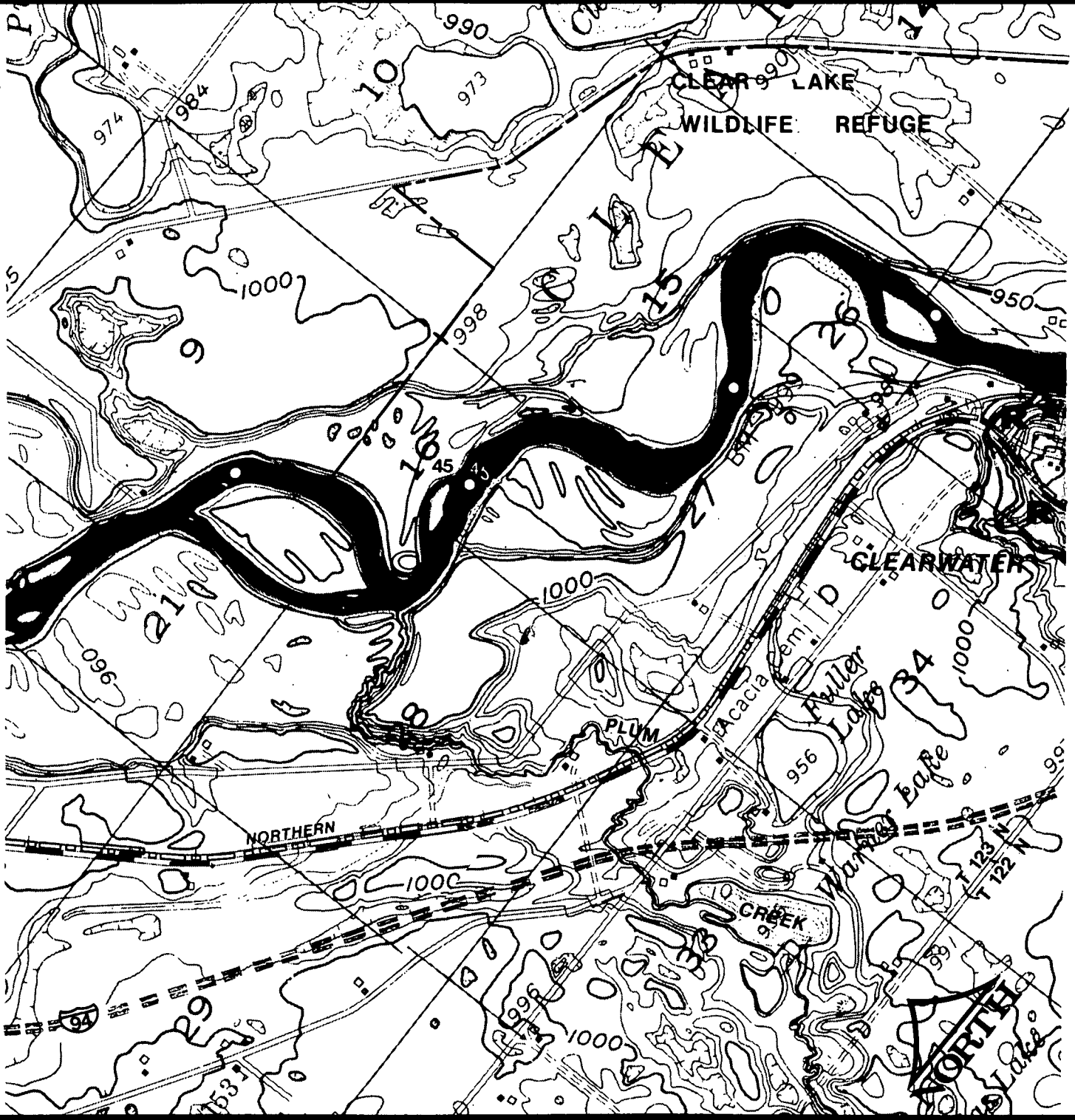
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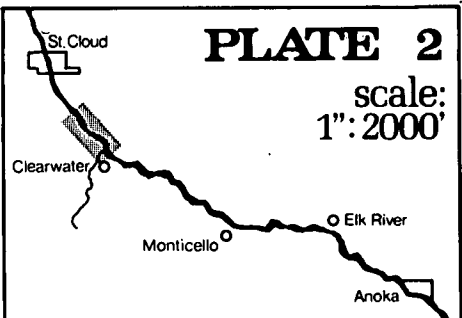
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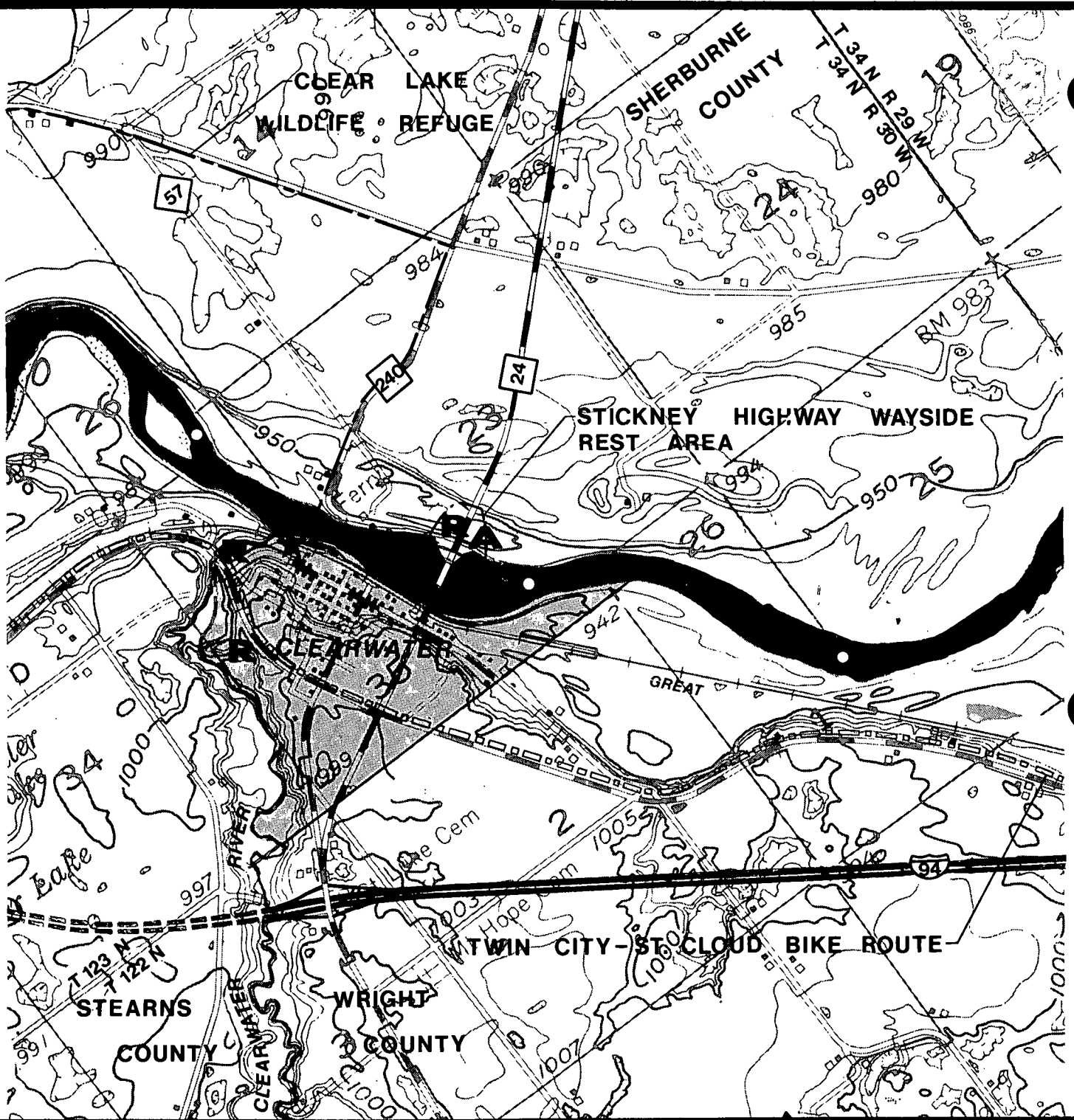
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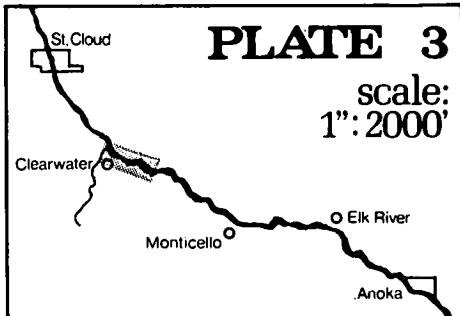


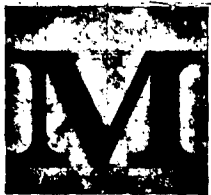
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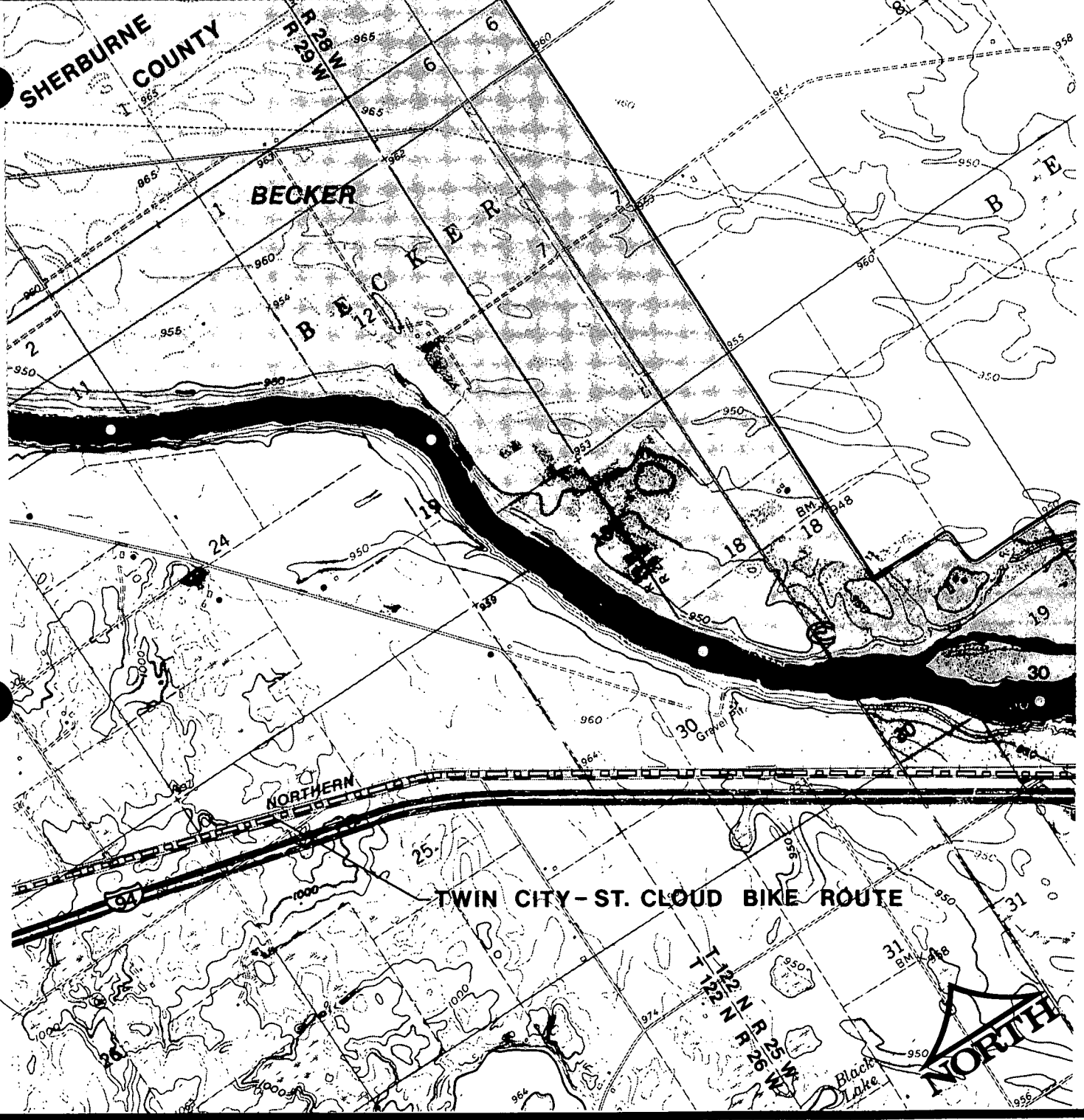
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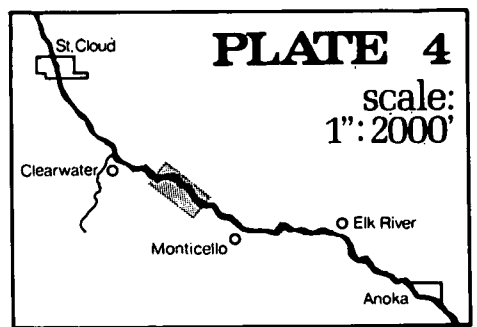
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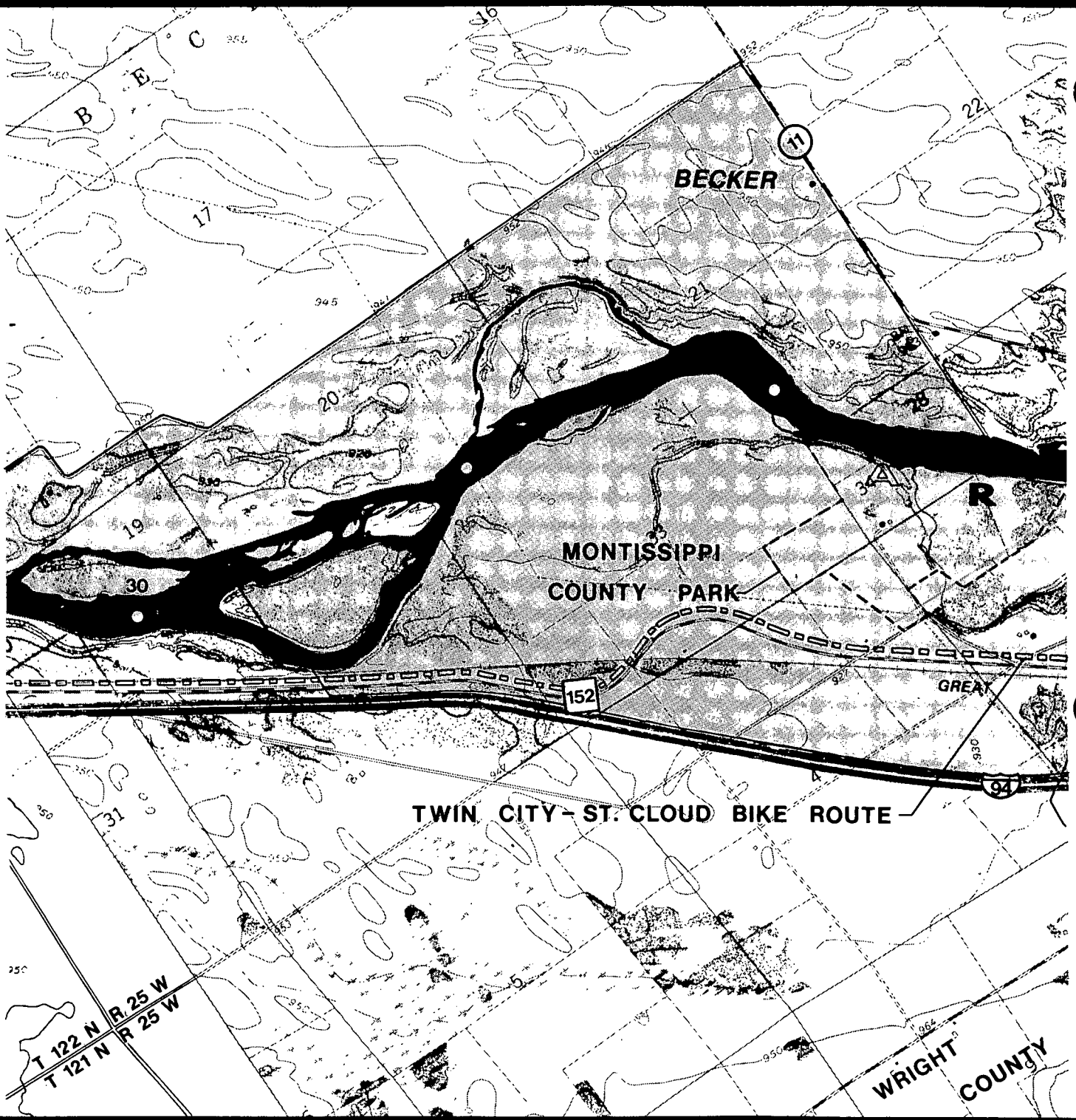
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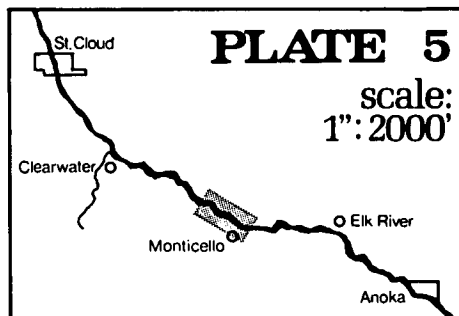
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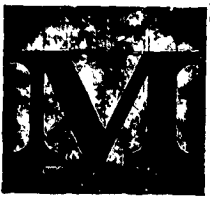
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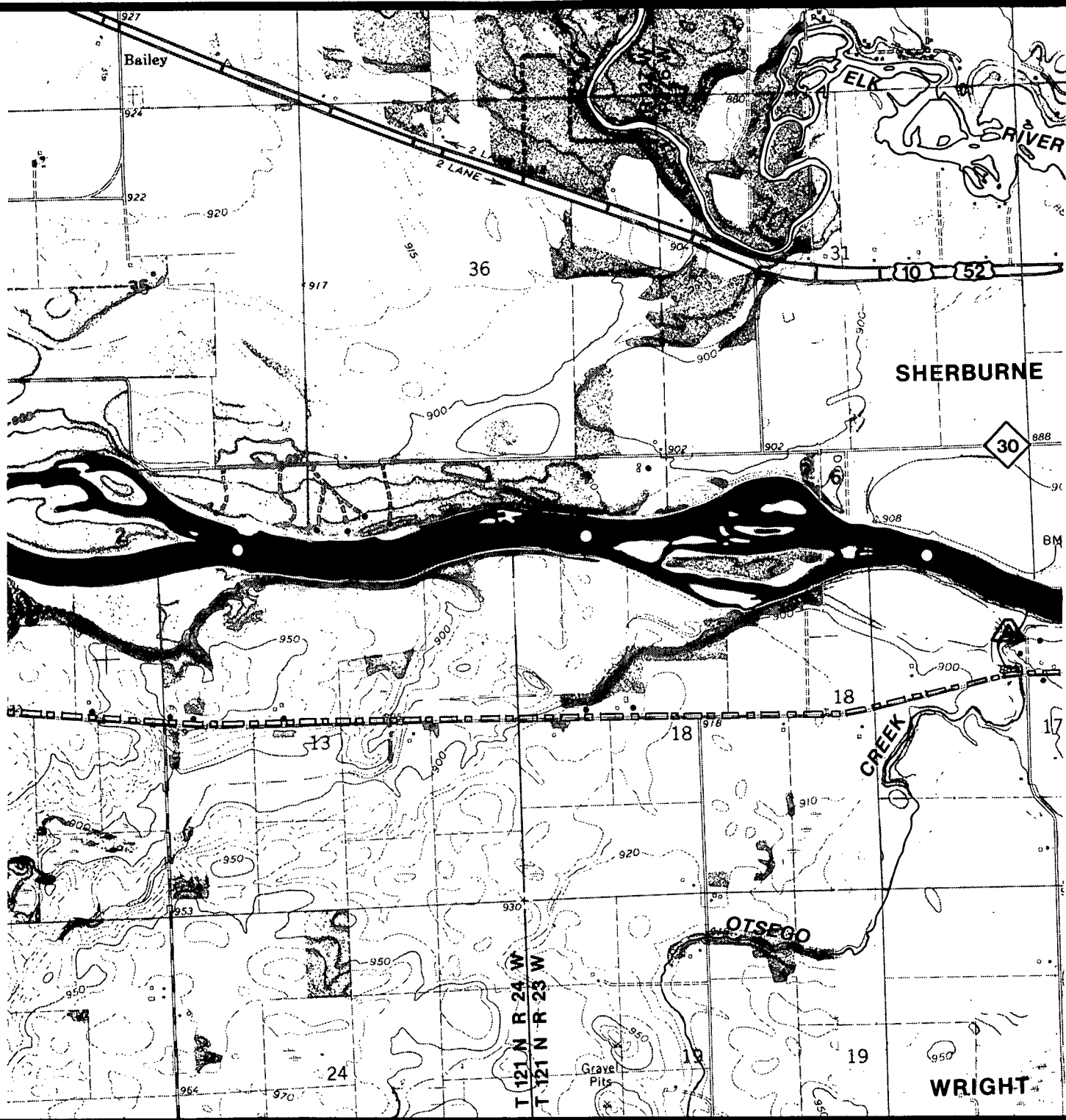
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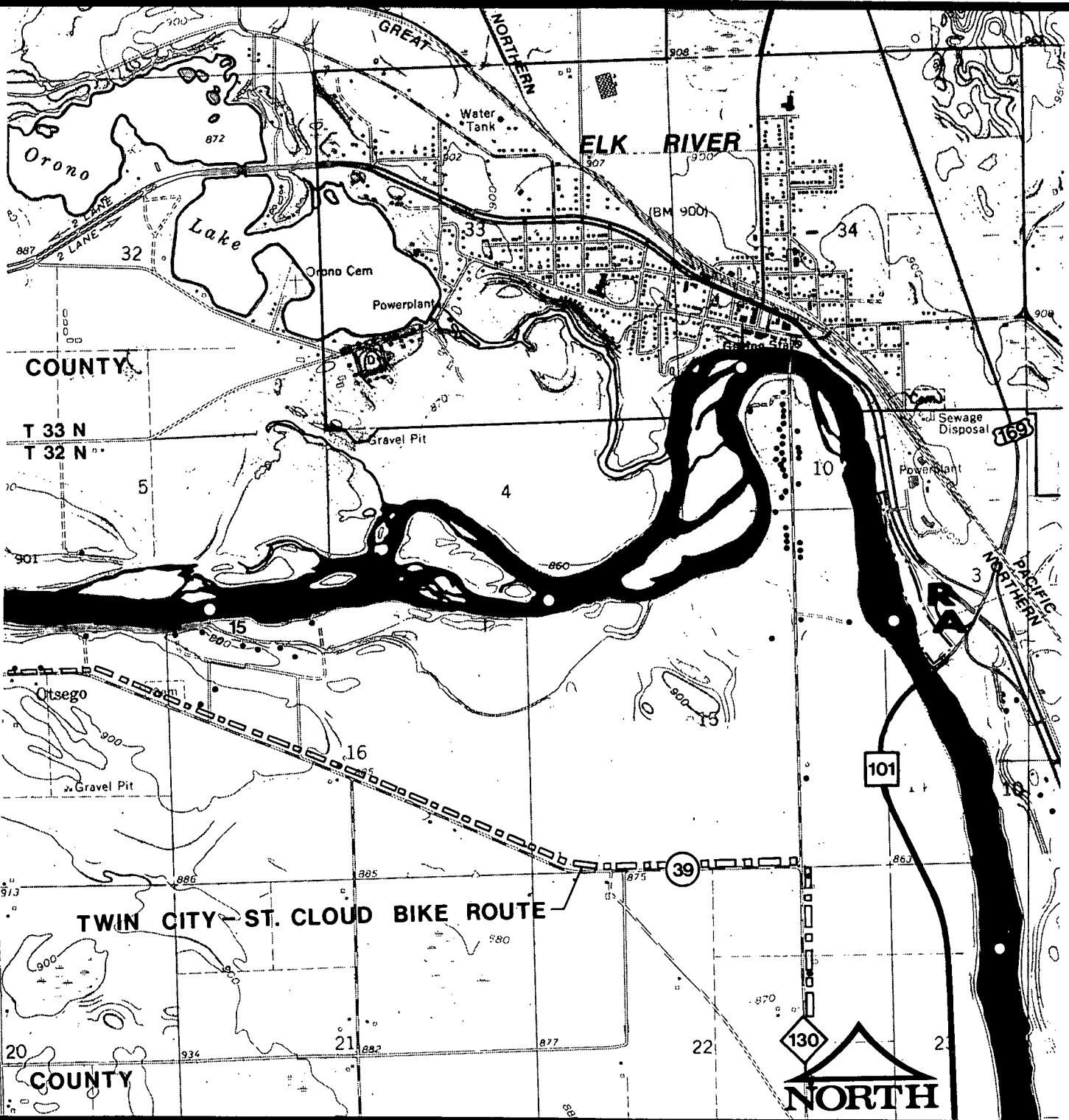
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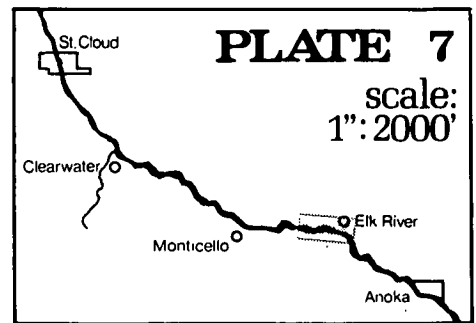
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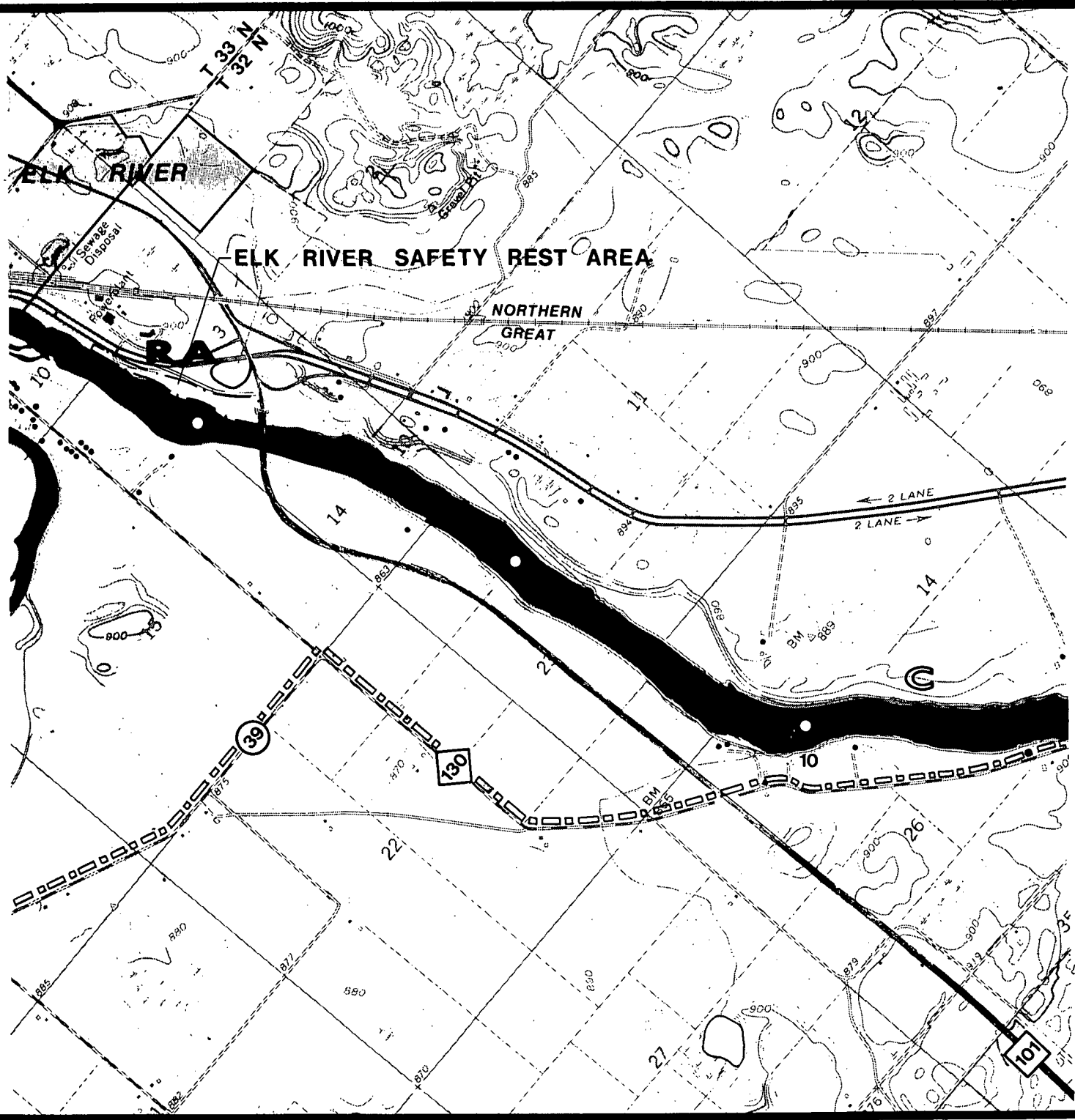
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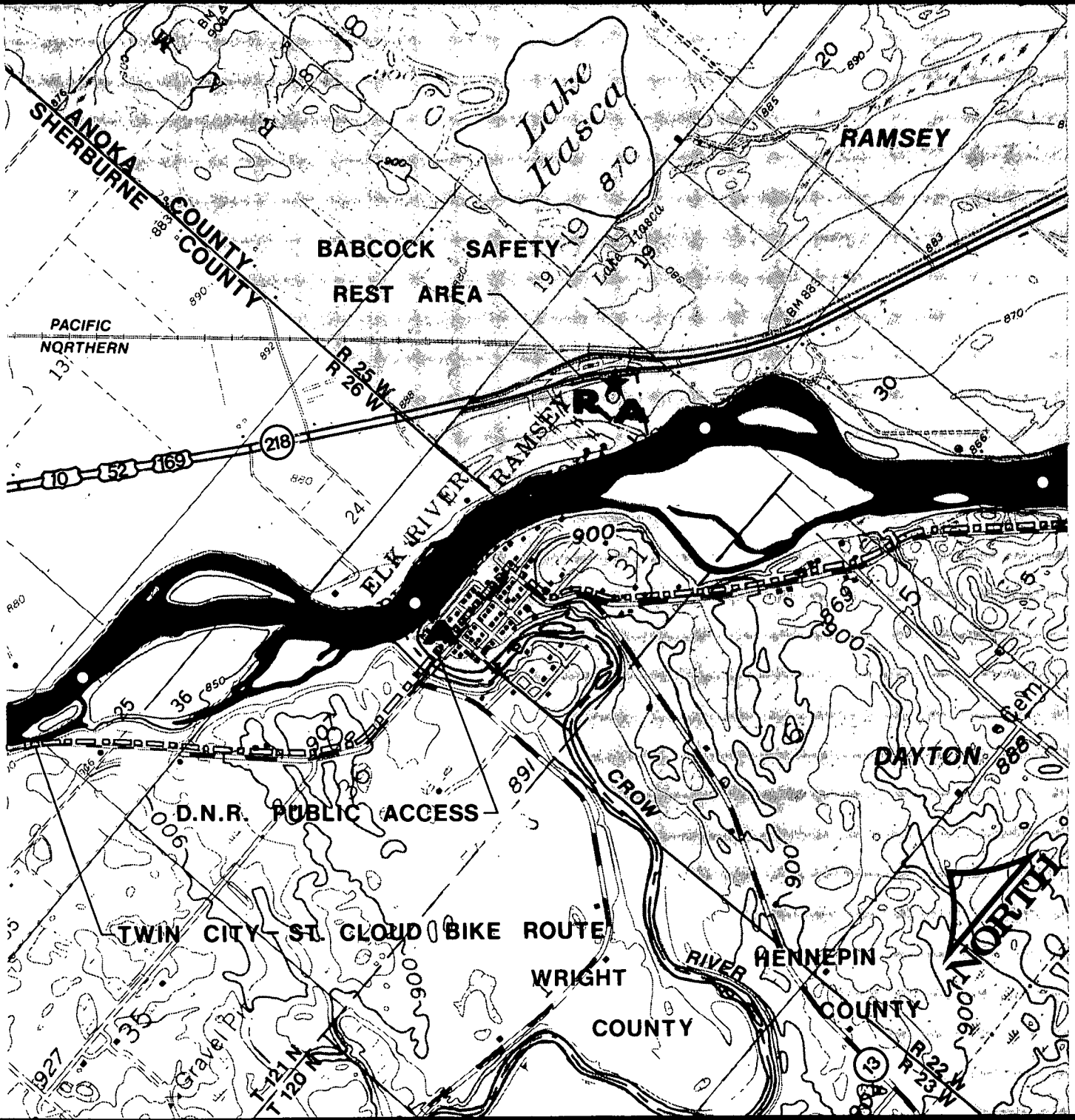
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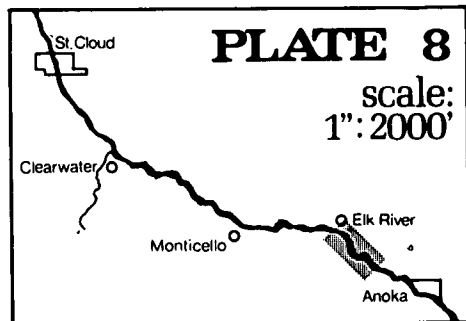
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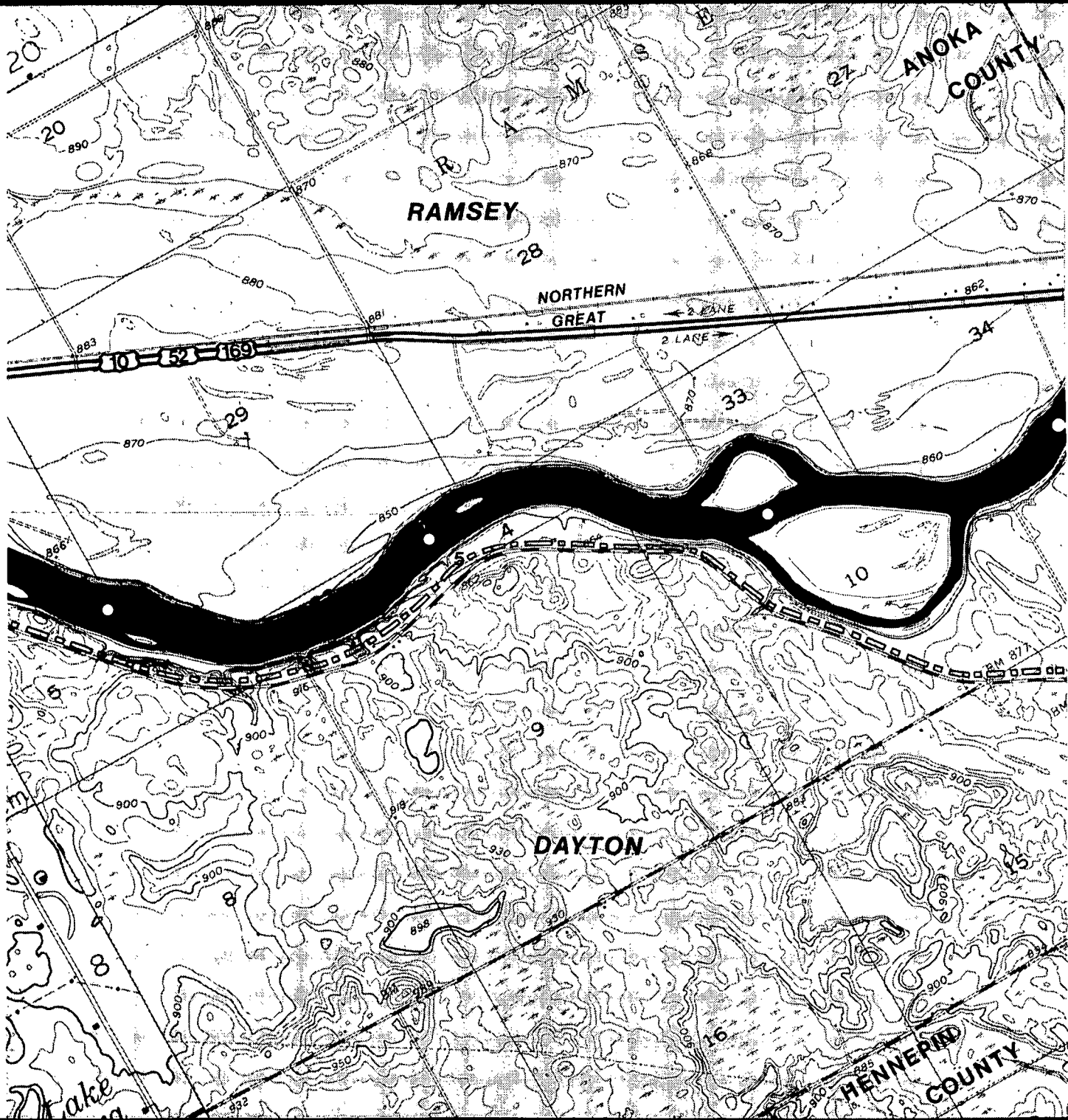
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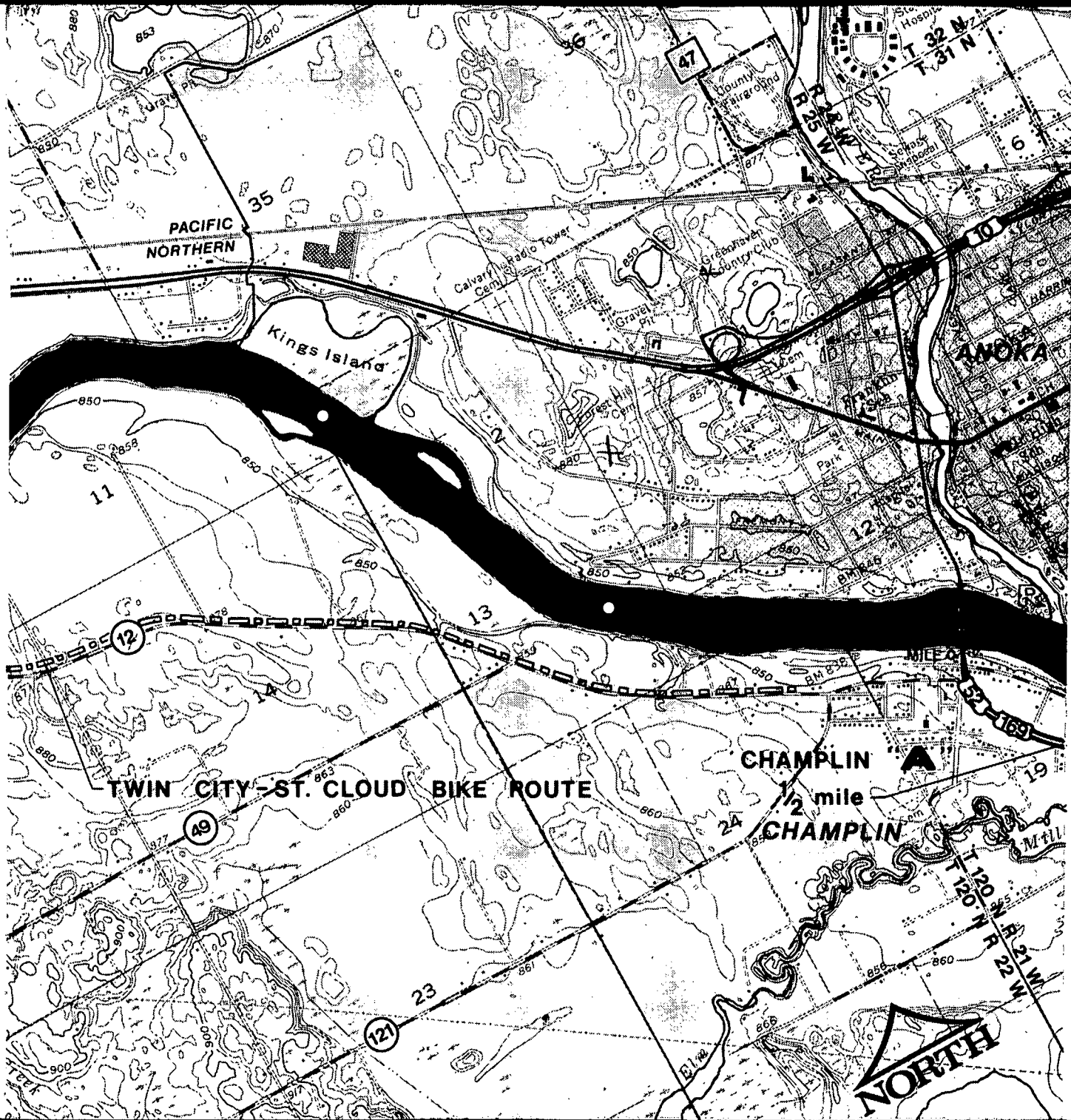
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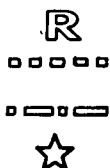


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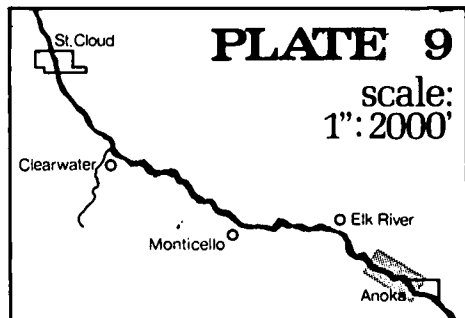
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DEPARTMENT OF PUBLIC WELFARE

BUREAU OF COMMUNITY SERVICES

ADOPTED RULE GOVERNING ADMINISTRATION OF PUBLICLY FUNDED SOCIAL SERVICES IN MINNESOTA

DPW 160 Administration of Minnesota public social services.

A. Introduction.

1. This rule governs the administration of publicly funded social services in Minnesota. The authority for the administration of social services is found in Minn. Stat., ch. 256, and other applicable state laws. Authority is also found in Public Law 93-647, as implemented by Title 45 of the Code of Federal Regulations, Part 228. The delivery of public social services in Minnesota is state supervised and locally administered. The authority for this method of delivery is given in Minn. Stat., chs. 393 and 402.

2. The Commissioner of Public Welfare may issue policy bulletins and manual material to local social service agencies and other service providers to clarify the provisions of this rule and may prescribe forms to be used in the administration of social services.

3. Social services shall be administered in a manner to ensure the individual and civil rights of applicants and clients. Information regarding individuals shall not be disclosed, except as provided under applicable state law and/or official departmental rules and regulations.

4. This rule is binding on all county welfare boards and human service boards (hereinafter referred to as local social service agencies) in the State of Minnesota administering and providing social services or other service providers through contractual agreement, applicants and clients of social services, and on the state agency.

5. Definitions.

a. Applicant: An individual who has directly, or through someone acting in his behalf, made application for social services.

b. Application: The action by which an individual indicates to an agency in writing his desire to receive social services.

c. Approved vendors: Providers of social services which are licensed, approved as meeting state licensing standards, or where licensing is not required, meet standards or criteria established by the state agency or local agency.

d. Categories of individuals: Grouping of persons on the basis of common characteristics such as recipient status (Aid to Families with Dependent Children, Supplemental Security Income, Minnesota Supplemental

Aid), income level, age and physical or mental condition.

e. Documentation: Written evidence, in addition to signed application and income declaration forms, of income maintenance status or family monthly gross income.

f. Federal financial participation (hereinafter FFP): Federal monies available through Title XX of the Social Security Act to be used in payment for social services.

g. Fees: Monies billed and/or collected for the services provided.

h. Geographic area: Locally identified political subdivision of the state covered by a social service plan.

i. Gross income: Income, prior to any exemptions, received from wages or salary; net income from self-employment; net farm income; Social Security payments; dividends, interest, rent received, or royalties; General Assistance payments; pensions and annuities; unemployment compensation; worker's compensation; alimony; child support; veteran's pensions; or any combination of the above sources of income.

j. Host county contract: Contractual agreement between a purchase of service vendor and the local social service agency (the host county) where the vendor is located. All other social service agencies wishing to purchase from the vendor are bound by the terms of the host county contract.

k. Household: An individual, or two or more persons related by blood, marriage, or adoption, and residing in the same domicile.

l. Income eligible client: An individual who receives social services on the basis of income only, and who is not receiving Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), or Minnesota Supplemental Assistance (MSA).

m. Income maintenance status: An individual whose eligibility for Title XX federal financial participation in services received is based on his receipt of Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), or Minnesota Supplemental Assistance (MSA).

n. Letter of contract certification: Local social service agency notification to the state agency of county welfare or human service board approval of a purchase of service contract, name of contractor, contract control

number, date of effect, services to be provided, gross amount, and unit costs per service.

o. Local social service agency: Local agency under the authority of the county welfare or human service board which is responsible for social services.

p. Mandatory services: Services required in state law or federal regulation.

q. Optional services: Services the availability of which are at the discretion of the county welfare or human service board.

r. Priority services: Services the state agency strongly recommends be made available by the local social service agencies, but are within the discretion of the county welfare or human service board.

s. Provider: Agency or individual delivering services.

t. Social services: Those services which are included in the Minnesota Comprehensive Annual Services Program Plan.

u. Source document: An original written statement such as a paycheck stub or birth certificate used to verify income, age, ect.

v. State agency: Minnesota Department of Public Welfare.

w. Vendor: Agency or individual from whom services are purchased.

B. State and Local Social Service Planning.

1. The social service plan year shall be October 1 through September 30.

2. On or before a date stipulated by the state agency, each local social service agency shall submit to the state agency a plan for service delivery and a budget to support that plan. The plan and budget shall be in accordance with the Local Social Service Plan Guidelines and budget forms prescribed by the state agency.

3. The political entity covered by a local social service plan shall be known as the geographic area. The following criteria shall be followed in establishing geographic areas:

a. A county may designate itself as a geographic area.

b. No political subdivision smaller than a county shall be designated as a geographic area.

c. Political subdivision larger than one county may be designated a geographic area if one of the following conditions is met:

(1) Counties have combined for administrative purposes under a joint powers agreement, executed pursuant to Minn. Stat. § 393.01, subd. 7.

(2) Counties have combined under provision of the Human Services Act, or

(3) Contiguous counties within the same Governor's Economic Region or counties within two or more regions have elected by board action to submit a multi-county plan that provides the same services to the same eligibility groups in all counties in that geographic area.

(4) There is a state contract for a service, and that service is available state-wide.

4. Services provided may differ among geographic areas, except for mandatory services, which must be available on a state-wide basis.

5. Priority and optional services included in geographic area plans shall be available to all persons in eligible categories specified in the plan.

6. On July 1 of each year, the state agency shall make available to the general public a proposed Comprehensive Annual Service Program Plan for the delivery of public social services. A copy of the proposed plan shall be available to any individual on request.

a. There shall be a forty-five day period, beginning July 1, for public review and comment on the proposed plan.

b. Open meetings shall be held throughout the state to answer questions and receive public comment on the proposed annual plan.

7. On October 1 of each year, the state agency shall publish the final Comprehensive Annual Service Program Plan. A copy of the final plan shall be available to any individual on request.

C. Local agency duties and responsibilities.

1. The local social service agency has the responsibility for provision of social services as required by law and the local social service plan. These services may be provided directly by the agency, purchased, or arranged for at no cost to the local social service agency.

a. Mandatory services shall be provided in accordance with the individual service plan to all persons who need them.

b. Priority and optional services shall be provided to persons requesting them in accordance with the individual service plan. The local agency's obligation to provide priority and optional services is limited to the amount specified in the annual local social service plan.

KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while [[double brackets]] indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.

2. The following services or components of services are mandatory and must be provided by the local social service agency to all persons in each geographic area who need or request them.

a. Adoption services.

(1) Adoptive home studies on court referred adoption petitions.

(2) Adoptive home studies for applicants wishing to adopt minority or handicapped children.

(3) Placement and follow-up for all children placed under agency auspices.

b. Day care services for children.

(1) Daytime Activity Center (DAC) services.

(2) Day care service for children receiving Aid to Families with Dependent Children (AFDC) whose parents are employed or in training for employment.

c. Family planning services.

(1) Education or counseling for individuals receiving AFDC.

d. Foster care services for children.

e. Health related services, including services required under the Minnesota Hospitalization and Commitment Act.

(1) For individuals needing institutional treatment; community alternatives to institutional care for mental illness, chemical dependency or mental retardation; and management of individualized service plans on release from state institutions.

f. Protective services for adults.

(1) Subacute detoxification services.

(2) Mental retardation guardianship and conservatorship services.

g. Protective services for children.

h. Residential treatment services.

(1) For emotionally disturbed children in licensed residential treatment centers or group homes.

(2) For mentally retarded children.

i. Employability services.

(1) For individuals receiving AFDC.

3. The following services, or components of services, are priority services. Each local social service agency shall make every effort to provide for these services.

a. Chore services.

(1) For individuals receiving Supplemental Security Income (SSI).

b. Day care services for adults.

(1) DAC services.

c. Day care service for children.

(1) For children of working parents in income eligible categories.

d. Family planning services.

(1) Education or counseling for individuals in the income eligible categories.

(2) Medical services and supplies for individuals in the income eligible categories.

e. Health related services.

(1) Other than those required by the Minnesota Hospitalization and Commitment Act.

f. Home delivered and congregate meals.

(1) For individuals receiving SSI.

(2) For individuals who are in the income eligible categories.

g. Homemaking services.

(1) For all adults.

(2) For children during the temporary absence of the parent responsible for their care.

h. Information and referral services.

i. Protective services for adults.

(1) Other than subacute detoxification services and Mental Retardation Guardianship services.

j. Residential treatment services.

(1) Primary treatment for individuals who are chemically dependent.

(2) Halfway house for individuals who are chemically dependent and mentally ill.

k. Transportation services.

(1) For individuals receiving SSI.

l. Employability services.

(1) For SSI-MSA recipients.

(2) For low-income persons who are income eligible.

4. The following services or components of services shall be made available at the option of the local social service agency.

a. Day care for children.

(1) For families who are in the income eligible categories.

(2) For families on a fee basis who are not in the income eligible categories.

- b. Day care for adults.
 - (1) Other than DAC.
- c. Education assistance.
- d. Foster care for adults.
- e. Home delivered and congregate meals.
 - (1) For individuals receiving AFDC.
 - (2) For individuals on a fee basis who are not in the income eligible categories.
- f. Housing services.
- g. Legal services.
- h. Social and recreational services.
- i. Transportation services.
 - (1) Other than SSI.
- j. Counseling service for families and individuals.

D. Client information for social services.

1. Information gathered on clients shall be used for the provision of services and the management of the program and shall be limited to the information necessary for these purposes.

2. Clients shall be informed that information on them is collected, used, stored and disseminated.

3. Clients shall have access to information about themselves pursuant to applicable state and federal laws.

4. Officials directly related to the provision of service and administration of the program shall have access to client information. These officials may include those of the agency to which the client applies, those of the agency providing service, federal and state auditors, evaluators, and researchers with the authorization of the Commissioner of Public Welfare.

E. Application.

1. Each individual wishing to apply for social services shall be given the opportunity to do so without delay. Applications are not to be required for information and referral services.

2. Each application shall be completed, signed, and dated by the applicant or by a responsible individual acting on behalf of the applicant on an application form prescribed by the state agency. If for reason of age, incompetence, noncooperation or any other valid reason the applicant cannot sign the application, the following may sign in descending order of priority:

- a. Legal guardian of the applicant.

- b. Relative of the applicant.
- c. Friend of the applicant.
- d. Agency representative.

3. Each applicant shall be given a written statement of his rights and responsibilities on the form prescribed by the state agency. For those individuals who cannot make use of/or understand the written statement for reasons such as disability, age, education, the agency representative shall read out loud or interpret the written statement to the individual or to a responsible person acting on behalf of the individual.

4. Each applicant or his representative must declare his income on a form prescribed by the state agency, and must sign and date the form. This form need not be completed if:

a. The applicant may receive services without regard to income; or

b. The agency does not intend to claim Title XX Federal Financial Participation (FFP) for the services to be provided.

5. The agency shall act promptly on the application. In no instance shall the agency take longer than 30 calendar days to notify the applicant in writing that his application has been approved or denied. If the application is denied, the individual shall be notified in writing of the reason for denial and of his right to appeal to the state agency.

F. Client social service plan.

1. Whether services are provided directly by the local social service agency or through a contract with another provider, there shall be a plan for the provision of services for each family or individual receiving services.

a. The service plan shall be developed with the person receiving service. If the client is unable to participate in developing the plan, the plan is to be developed with the person(s) responsible for him.

b. The plan must identify the needs for service (reasons for agency involvement); the specific services to be provided; and the goals to be achieved.

c. The plan is to specify the frequency (weekly, every other week, monthly, etc.) and purpose of contacts between worker and client.

d. The plan is to state the anticipated time necessary to accomplish the identified goals.

e. The plan shall specify mutually agreed upon times for review of the plan, to assess progress and re-

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wise, as necessary. The plan shall be reviewed at least annually.

G. Implementation of Title XX of the Social Security Act.

1. Goals: Federal financial participation (FFP) under Title XX of the Social Security Act is available for eligible individuals and services as specified in the local social service plan for services related to the following goals:

- a. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- b. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- c. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests;
- d. Preserving, rehabilitating, or reuniting families;
- e. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; or
- f. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

2. Administrative requirements:

- a. The Minnesota Department of Public Welfare shall be the designated state agency for Title XX.
- b. State and local funds shall be included in meeting the cost of the program.
- c. Personnel administration shall be governed by rules of the State Merit System or respective county civil service system.
- d. The use and disclosure of information on applicants and clients shall be safeguarded.
- e. There shall be no requirements as to residency or citizenship in respect to eligibility for Title XX federal financial participation in costs of services provided.
- f. Standards for institutions and foster homes shall be established by state licensing rules.
- g. Standards for child day care services shall be established by state licensing rules.
- h. A system of fair hearings shall be established under which an applicant may appeal denial, reduction, or termination of service.
- i. The plan shall be amended when necessary.
- j. Amendments to the State Plan shall be submitted to the Social and Rehabilitation Service of the Department of Health, Education, and Welfare by the State Department of Public Welfare.

k. Records shall be maintained and reports made to the federal agency as required by federal regulations.

1. The aggregate state expenditures for social services shall not be reduced below the aggregate expenditures for the fiscal year ending June 30, 1973.

3. Federal social service funds shall be apportioned to the local social service agencies on the basis of a formula developed by the Commissioner of Public Welfare.

4. Title XX shall be available for all mandatory, priority, and optional services provided to eligible categories of individuals and families, when these services are included in the local social service plan.

5. FFP is available for services provided to the following categories of individuals, for services included in the local social service plan:

a. Income maintenance eligible categories:

- (1) Current recipients of Aid to Families with Dependent Children (AFDC).
- (2) All individuals, not in the AFDC grant, including stepfathers, but excluding foster parents, who are adult caretakers of children receiving AFDC.
- (3) Recipients of Supplemental Security Income (SSI) or Minnesota Supplemental Assistance (MSA).

b. Income eligible categories:

(1) Individuals and families eligible without a fee.

(2) Individuals and families eligible with a fee.

c. Eligible without regard to income:

(1) Individuals receiving information and referral services.

(2) Individuals receiving services as stated in 45 CFR 228.65 directed toward the goal of protection.

6. Determination of eligibility for Title XX FFP:

a. Documentation of income.

(1) FFP is available only to meet the cost of services provided to clients whose income maintenance status or family monthly gross income has been documented.

(2) Adequate documentation shall include written evidence of income maintenance status or family monthly gross income in addition to the signed application and income declaration forms. This written evidence shall include either:

(a) A copy of a source document (original written statement such as a paycheck stub used to verify income) filed in the case record; or

(b) A written statement by the worker which specifies the content of the source document.

(3) Failure on the part of an applicant to cooperate in documenting income shall be acceptable grounds for delay beyond 30 days in processing an application or denial of eligibility for Title XX FFP in services requested.

(4) Contact with other individuals or agencies shall not be made without the prior written permission of the applicant and shall only be made when there is no other way to document income.

(5) If an applicant declares that income is received as cash without a receipt, the client shall be requested to secure a receipt from the employer.

(6) If documentation cannot be obtained in any other manner, contact with the employer by the agency is required, after gaining the written permission of the applicant.

b. Applicant declaration of household size shall be accepted without documenting evidence, unless there is reason to question the declaration, in which case birth certificates or other documentation is required.

c. Time period for determination of eligibility for Title XX FFP:

(1) Income maintenance status shall be verified for the month of application for services or the month prior to application for services.

(2) Family monthly gross income shall be based on either:

(a) Prospective monthly gross income for the month in which application for services is made; or

(b) An average monthly amount estimated over any six (6) consecutive month period in which the month of application is included.

d. An individual shall remain eligible for six (6) months from the date eligibility was initially established. However, eligibility may be reassessed at any time by the local social service agency.

7. Household size and family monthly gross income.

For the purposes of determining household size and family monthly gross income, the following definitions apply:

a. Household means two or more persons related by blood, marriage, or adoption, and residing in the same domicile. Family members temporarily absent from the household, for whom the family claims financial responsibility for tax purposes, are considered members of the household. Where related individuals, other than spouses, reside together but are not dependent on the

income of only one of the individuals, each shall be considered a separate household. An individual living alone or with unrelated persons only is considered a one-person household.

b. Monthly gross income means the total monthly income before deductions received by all family members age 14 or over. Sources of monthly gross income and definitions are as follows:

(1) Money wages or salary – i.e., total money earnings received for work performed as an employee, including wages, salary, Armed Forces pay, commissions, tips, piece-rate payments, cash bonuses earned, before deductions are made for taxes, bonds, pensions, union dues, and similar purposes.

(2) Net income from self-employment – i.e., gross receipts minus expenses from one's own business, professional enterprise, or partnership. Gross receipts include the value of all goods sold and services rendered. Expenses include costs of goods purchased, rent, heat, light, power, depreciation charges, wages and salaries paid, business taxes (not personal income taxes), and similar costs. The value of salable merchandise consumed by the proprietors of retail stores is not included as part of net income.

(3) Net farm income – i.e., gross receipts minus operating expenses from the operation of a farm by a person on his/her own account as an owner, renter, or sharecropper. Gross receipts include the value of all products sold, government crop loans, money received from rental of farm equipment to others, and incidental receipts from the sale of wood, sand, gravel, and similar items. Operating expenses include cost of feed, fertilizer, seed, and other farming supplies, cash wages paid to farmhands, depreciation charges, cash rent, interest on farm mortgages, farm building repairs, farm taxes (not state and federal income taxes), and similar expenses. The value of fuel, food, or other farm products used for family living is not included as part of net income. Form DPW-21 may be used to document farm income.

(4) Social Security – includes Social Security pensions and survivors' benefits, and permanent disability insurance payments by the Social Security Administration prior to deductions for medical insurance and railroad retirement insurance checks from the U.S. Government.

(5) Dividends, interest (on savings or bonds), income from estate or trusts, net rental income or royalties – include dividends from stockholdings or membership in associations, interest on savings or bonds, periodic receipts from estates or trust funds, net income from rental of a house, store, or other property to others,

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receipts from boarders or lodgers, and net royalties.

(6) **General Assistance** – means a state and locally administered maintenance program for persons who cannot qualify for AFDC, SSI, or other income maintenance programs.

(7) **Pensions and annuities** – include pensions or retirement benefits paid to a retired person or his/her survivors by a former employer or by a union, either directly or through an insurance company, periodic receipts from annuities or insurance.

(8) **Unemployment compensation** – means compensation received from government unemployment insurance agencies or private companies during periods of unemployment and any strike benefits received from union funds.

(9) **Worker's compensation** – means compensation received periodically from private or public insurance companies for injuries incurred at work. The cost of this insurance must have been paid by the employer and not by the person.

(10) **Alimony.**

(11) **Child support.**

(12) **Veterans' pensions** – means money paid periodically by the Veterans' Administration to disabled members of the Armed Forces or to survivors of deceased veterans, subsistence allowances paid to veterans for education and on-the-job training, as well as so-called "refunds" paid to exservicemen as GI insurance premiums.

c. **Exclusions from monthly gross income** – excluded from computation of monthly gross income are the following:

(1) **Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims;**

(2) **Payments made pursuant to the Alaska Native Claims Settlement Act to the extent such payments are exempt from taxation under section 21(a) of the Act;**

(3) **Money received from sale of property, such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property, in which case the net proceeds would be counted as income from self-employment);**

(4) **Withdrawals of bank deposits;**

(5) **Money borrowed;**

(6) **Tax refunds;**

(7) **Gifts;**

(8) **Lump sum inheritances or insurance payments;**

(9) **Capital gains;**

(10) **The value of the coupon allotment under the Food Stamp Act of 1964, as amended, in excess of the amount paid for the coupons;**

(11) **The value of USDA donated foods;**

(12) **The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food service program for children under the National School Lunch Act, as amended;**

(13) **Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;**

(14) **Earnings of a child under 14 years of age (no inquiry shall be made);**

(15) **Loans and grants, such as scholarships, obtained and used under conditions that preclude their use for current living costs;**

(16) **Any grant or loan to any undergraduate student for educational purposes made or insured under any program administered by the Commissioner of Education under the Higher Education Act; and**

(17) **Home produce utilized for household consumption.**

8. Social service fee.

a. **When Title XX FFP is claimed for service provided to individuals and families who are income eligible without a fee, no social service fee shall be charged.**

b. **When a social service agency wishes to claim FFP for services provided to individuals and families who are income eligible with a fee, a social service fee shall be charged according to the state-wide fee schedule in the Comprehensive Annual Services Plan.**

c. **Local social service agencies shall make a reasonable effort to collect fees charged. Evidence of a reasonable effort exists if the local social service agency documents that at least 90% of the fees imposed have been collected. If this test cannot be documented, then a reasonable effort exists if the following conditions are met and documented:**

(1) **A bill is rendered or notice given to the client at the time of eligibility determination of the fee amounts and dates due; and**

(2) **At least three collection notices are given in person or by mail to the client, usually at 30-day intervals.**

d. **The fee charged shall be the amount indicated on the state-wide fee schedule, except that no fee shall exceed the actual cost of all the services in the service plan.**

(1) **No fee for residential services for emotionally disturbed and mentally retarded children shall exceed**

\$60 per month. (See Rules DPW 30 and DPW 33).

(2) When services are being provided in addition to residential services for emotionally disturbed and mentally retarded children, two fees shall be computed and imposed, one for residential services and one for all other services received.

9. Purchase of service contracting.

a. General provisions.

(1) The local social service agency shall deliver social services subject to FFP under Title XX by direct delivery, by purchase, or by arranging the services at no cost to the agency.

(2) As an alternative to providing such services directly and if not available without cost to the agency, the local social service agency may purchase services from public, nonprofit or proprietary agencies, or from individuals who have been designated as approved vendors.

(3) Services purchased with the intention of claiming FFP must be listed in the Comprehensive Annual Services Program Plan.

(4) At the option of the local social service agency, these same policies and procedures may be utilized for purchased services not subject to FFP.

b. Administrative requirements.

(1) The local social service agency shall:

(a) Claim FFP only for service purchased through a written contract. Every purchase of service contract, whether major or limited contract, shall be completed, signed and approved by the county welfare or human service board prior to the provision of services.

(b) Submit to the state agency a Letter of Contract Certification which includes a statement of board approval, name of contractor, contract control number, date of effect, services to be provided, gross amount, and unit costs per service. This letter shall be submitted on all approved major and limited contracts negotiated with agencies and facilities by the local social service agency. It is not necessary to submit information on services purchased from individuals.

(c) Be responsible for client eligibility for purchased services; however, the local agency may make provision in the contract for the provider to make a determination of eligibility.

(d) Be responsible for the development of a client service plan based on the needs of the individual and the ability of the provider to meet those needs.

(e) Be responsible for monitoring purchased services and evaluating contract performance.

(f) Purchase only from approved vendors.

(2) Case record requirements for direct services shall apply to purchased services.

(3) The local social service agency shall maintain an administrative file for each contract which contains:

(a) A copy of the signed and completed contract and Letter of Contract Certification.

(b) Copies of correspondence between the provider and the local agency.

(c) A list of reimbursement eligible persons served to date under the terms of the contract.

(d) Evidence that the certification of reimbursement eligibility and authorization of approval of service plan have been made.

(e) Copies of monitoring and evaluation reports.

(f) Copies of correspondence between the local agency and the state agency related to the contract.

(g) Copies of fair hearings, complaints, grievances, and inquiries related to contract performance.

(h) Financial, statistical, and social service reports specified in the contract.

c. Host county contracting.

(1) The local social service agency of the county in which an approved provider is located shall negotiate and administer host county purchase of service contracts on behalf of any other local social service agency wishing to purchase services.

(2) All local social service agencies shall abide by the terms of the host county contract.

(3) The host county shall assume responsibility for monitoring and evaluation of the contract.

(4) The host county shall make available, on the request of other public social service agencies, copies of the host county contract.

(5) The following exceptions apply:

(a) The host county need not enter a contract unless there is at least one other local agency wishing to purchase from the provider; and

(b) Each local social service agency within the area served by an Area Mental Health Board may

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contract directly with the Area Board; however, if a local social service agency outside of the geographic area served by the Area Board wished to purchase services, the host county policy applies.

d. Technical assistance.

(1) The local social service agency shall provide technical assistance and information to potential providers, draft contracts for purposes of negotiation, and assist providers in matters of record-keeping, statistical reporting, and determination of rates of payment.

Proposed Rulemaking

DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

PROPOSED RULES GOVERNING FINANCIAL ACCOUNTING REPORTING REQUIREMENTS FOR MINNESOTA SCHOOL DISTRICTS

Notice of Hearing

Notice is hereby given that a public hearing in the above-entitled matter will be held in the State Office Building, Room 57, St. Paul, Minnesota, on Thursday, October 21, 1976, commencing at 9:00 A.M. and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. Statements may be made orally and written materials may be submitted at the hearing. In addition, written materials may be submitted by mail to Room 300, 1745 University Avenue, St. Paul, Minnesota 55104 to the attention of Hearing Examiner Steve Mihalchick, phone number (612) 296-8112, either before the hearing or within 20 days after the close of the hearing.

The proposed rules, if adopted, would establish uniform financial accounting and reporting standards for Minnesota school districts. A copy of the proposed rules, EDU 760-779, is attached hereto. Additional copies will be available at the door on the date of the

hearing. The agency's authority to promulgate the proposed rules is contained within Minn. Stat. § 121.07 (1974) and Laws of 1976, ch. 271, § 27.

A "statement of need" explaining why the agency feels the proposed rules are necessary and a "statement of evidence" outlining the testimony they will be introducing will be filed with the Hearing Examiners Office at least 25 days prior to the hearing and will be available there for public inspection.

Under Minn. Stat. § 10A.01, subd. 11, (1974), any individual engaged for pay or other consideration for the purpose of representing persons or associations attempting to influence administrative action, such as the promulgation of these rules, must register with the State Ethics Commission as a lobbyist within five days of the commencement of such activity by the individual.

Joseph P. Graba
For: Commissioner of Education

Rules as Proposed

Chapter Thirty-Eight: Financial Accounting Reporting Requirements

EDU 760 Coverage.

A. This chapter is applicable to all Minnesota school districts, however organized, including those formed pursuant to Minn. Stat. § 121.21, as well as to all governmental units formed by joint powers agreements entered into by such school districts pursuant to Minn. Stat. §§ 120.17, 123.351, 471.59, or any other law, and all educational cooperative service units. For purposes of this chapter, all covered entities are referred to as "districts."

B. The requirements of this chapter are applicable to all unaudited financial reports for the fiscal year ending June 30, 1977, and each year thereafter. These requirements shall also provide the basis for amending the unaudited financial reports for the fiscal year ending June 30, 1976, and each year thereafter.

C. These requirements apply to all budgets prepared for the fiscal year ending June 30, 1978, and each year thereafter.

D. Where details of and forms for reporting to the department are specified, such details and forms shall be prescribed by the commissioner after recommendations

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have been made by the advisory council on uniform financial accounting and reporting standards.

E. The requirements adopted in this chapter shall be known as the uniform financial accounting and reporting standards for Minnesota school districts.

F. The state auditor shall have ultimate authority to decide questions relative to accounting classifications and application to district accounting transactions of the standards contained herein.

G. Post-secondary financial reporting shall be separated from elementary-secondary financial reporting.
EDU 761 Modified accrual accounting and other accounting requirements.

A. Revenues and expenditures shall be recorded and recognized in accordance with generally accepted accounting principles. Generally accepted accounting principles provide for the accrual basis of accounting and the modified accrual basis of accounting as appropriate for the particular fund. The cash basis of accounting is not acceptable for district accounting and reporting. Specific standards for revenue recognition are contained in Minn. Stat. § 121.904. Specific standards for expenditure recognition are contained in Minn. Stat. § 121.905.

B. Accounting and reporting systems shall be designed to provide financial data, where applicable, according to the terms and categories used in the statutes with particular attention to categorical programs funded by the state.

C. Development of programmatic data for district internal reporting and management purposes, and for reporting to the public and the department, requires the use of multi-dimensional systems of classification of transactions. Installation of such multi-dimensional systems shall be implemented as of July 1, 1980, as specified in Minn. Stat. § 121.92.

D. Participation in a computer-based financial management, accounting, and reporting system is required as of July 1, 1980, as specified in Minn. Stat. § 121.92. Any stipulated form of participation in this computer-based system shall be appealable to the commissioner.

EDU 762 Fund accounting.

A. A fund is an independent accounting entity having its own assets, liabilities, obligations, revenues, expenditures, reserves, and equity balances. Funds shall be established for the purpose of accounting for those specific resources provided for the attainment of particular public objectives, as designated by statute or rule.

B. The following funds shall be maintained:

General fund,
Food service fund,
Pupil transportation fund,
Community services fund,
Capital expenditures fund,

Building construction fund,
Debt redemption fund,
Trust and agency fund.

C. The general fund, the food service fund, the pupil transportation fund, and the community services fund shall collectively be known as the operating funds. The other funds collectively shall be known as the nonoperating funds.

D. An account group is a self-balancing group of accounts. Account groups represent a district's general fixed assets and long-term indebtedness that are not segregated for carrying on specific activities. A general fixed asset group of accounts and a general long-term debt group shall be maintained.

E. Revenues, expenditures, and encumbrances shall be recorded in the appropriate funds as designated by law, this chapter, or generally accepted accounting principles.

F. General fund assets may be used for any general or special purpose of a school district and may be transferred permanently by local governing board action to any other fund where the resources of that other fund are not adequate to finance approved expenditures from such fund.

G. All funds other than the general fund are special purpose funds in which expenditures may only be made for the special purposes of the fund. Transfers of monies from special purpose funds to other funds are not permitted unless herein provided:

1. Transfers may be made from any fund to another fund to pay for expenditures legitimately chargeable to one fund but expended from another. Such items are most appropriately accounted for on a current basis, as inter-fund transactions, increasing the expenditures of one fund and reducing those of another.

2. Transfers may be made from the capital expenditure fund to pay for expenditures from other funds for capital expenditure purposes as defined in EDU 763 C.

3. Any excess of revenues over expenditures in a building construction fund after completion of an authorized building program shall be transferred to the debt redemption fund.

4. No debt redemption levy shall be made in excess of current plus future obligations for principal, interest, and service charges reduced by the current balance in the debt redemption fund, except as otherwise provided in law. Any balance in the debt redemption fund, after all obligations have been paid, shall be transferred to the general fund.

EDU 763 Revenue and expenditure classification principles.

A. General. All revenue accounts shall specify sources of revenue and all expenditure accounts shall specify expenditure classification in sufficient detail to

permit grouping in the respective revenue and expenditure categories and to permit required federal reporting.

Interdistrict revenues and expenditures must be identified in a manner which permits proper fund and account classifications.

"Netting" revenues and expenditures is not permissible except as allowed under generally accepted accounting principles.

B. Revenues. The following groups of revenues, by major sources, shall be reported to the department by the districts:

- Total local and county revenues,
- Total state revenues,
- Total federal revenues,
- Sale of bonds,
- Sales and other conversions of assets,
- Interdistrict revenues.

For certain state reporting purposes, sale of bonds, sales and other conversions of assets, and interdistrict revenues may be grouped with local and county revenues.

C. Expenditures. The following groups of expenditures, by major program categories, shall be reported to the department by the districts:

- Total administration,
- Total instructional salaries,
- Other instructional expense,
- Total attendance and health services,
- Total transportation,
- Total operation of plant,
- Total maintenance of plant,
- Total fixed charges,
- Total food services,
- Total student activities,
- Total community services,
- Total capital outlay,
- Total debt service,
- Interdistrict expenditures.

All expenditure accounts shall include sufficient identification to permit their classification in the above groupings. In addition, fund, programmatic designation, object of expenditure, and other identifiers, as required to meet local financial management, state, and federal reporting requirements, shall be provided.

Local accounting practice must include requirements for appropriate expenditure account distribution, according to generally accepted accounting principles.

Appropriate account codes shall be used to identify indirect cost factors, as required for federal programs.

Maintenance and capital improvements expenditures shall be distinguished, in accordance with generally ac-

cepted accounting principles. Capital expenditures are those which extend the life of an asset, increase its value, or change its use or character.

A distinction shall be made between supplies and equipment, in accordance with generally accepted accounting principles and item definitions. Supplies are defined as those items which have a nominal value, and are expendable or are consumed in use. Equipment items are tangible units of a nonexpendable character, are not consumed in use, have an extended useful life, and are of material value.

EDU 764 Audited and unaudited financial statements, budgets.

A. Unaudited financial statements for the fiscal year ending June 30 shall be submitted to the commissioner by August 15, 1977, and by August 15 of each year thereafter. Audited financial statements shall be submitted to the commissioner and the state auditor by June 30 following.

1. The four financial statements which must be prepared by each district for each fund of the district are as follows:

- a. a balance sheet;
- b. a statement of revenue;
- c. a statement of expenditures and encumbrances;
- d. a statement of changes in fund balances.

2. A statement of general fixed assets and a statement of general long-term debt shall be prepared by each district for its account groups.

B. On or before August 15 of 1977, and of each succeeding year, each district must submit to the department a revenue-expenditure budget for that fiscal year as well as a projected balance sheet for the end of the same fiscal year.

Subsequent revisions to a budget which are of a material amount shall be submitted to the commissioner promptly.

C. A corrected copy of the unaudited financial statements shall be submitted with the audited statements. Explanatory information shall be provided if there are any deviations from the revenue or expenditure recognition practices required by law. Differences between audited and unaudited financial statements shall be reported to the commissioner.

D. If a district is eligible for or is making an additional levy to retire its statutory operating debt, such district shall so footnote its audited financial statement. An historical analysis of the statutory operating debt

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account shall be provided in the unaudited financial report.

EDU 765 Amendment.

A. The requirements of this chapter, including classifications of funds and accounts, are subject to amendment as provided in this section unless otherwise provided in statute.

B. Any proposals by the state board for revision of the requirements in this chapter must be published in the state register. If after twenty days there is no petition for a hearing pursuant to the requirements of Minn. Stat. ch. 15, such revisions shall be incorporated into this chapter. However, upon receipt of a petition from any interested person upon such proposed revision, the state

board shall proceed according to Minn. Stat. § 15.0412.

C. Financial information may be requested by the commissioner from the districts on a one-time basis notwithstanding this chapter if necessary to fulfill a request of the executive, the legislature, the U.S. Office of Education, or any agency having a legislative requirement for such information.

EDU 766 Publication of specifications. Detailed specifications for the uniform financial accounting and reporting systems for Minnesota school districts shall be published by the state board. These specifications shall in all respects conform to the provisions of this chapter and of laws of 1976, ch. 271.

EDU 767-779 Reserved for future use.

DEPARTMENT OF HEALTH

STATE BOARD OF HEALTH

PROPOSED RULES GOVERNING MERIT SYSTEM PROCEDURES

Notice of Hearing

Notice is hereby given that a public hearing will be held pursuant to Minn. Stat. § 15.0412, subd. 4 (1974), as amended by Laws of 1975, ch. 380, in the above-entitled matter, in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on Friday, October 22, 1976, commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed amendments of the rules first captioned-above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Under Minn. Stat. § 10A.01, subd. 11 (1974), any individual representing persons or associations attempting to influence administrative action, such as promulgation of amendments to these rules, must register with the State Ethics Commission as a lobbyist within five (5) days of the commencement of such activity by the individual. (The State Ethics Commission is located at Room 410, State Office Building, St. Paul, Minnesota 55155.)

This hearing will be held in conjunction with the Minnesota Department of Public Welfare and the Minnesota Department of Public Safety. Some similar

amendments to administrative rules of these agencies will be considered.

One proposal involves adjustment of the Public Health Merit System Compensation Plan for positions in the county and local health agencies (MHD 250). As a result of the Salary Survey completed July 31, 1976, it is recommended that the salaries for the classes on the Professional Salary Schedules A, B and C be adjusted one step (approximately 4.5%) at minimum and maximum with the exception of the Business Supervisor class which salary is recommended for a two step (approximately 9%) adjustment at minimum and maximum; that the salaries for the classes on the Support Salary Schedules A, B and C be adjusted one step (approximately 4.5%) at minimum and maximum; that the salaries for the classes on the Clerical Salary Schedules A, B, C and D be adjusted one-half step (approximately 2%) at minimum and one and one-half steps (approximately 6%) at maximum; that the salaries for the classes on the Clerical Salary Schedules E and F be adjusted one and one-half steps (approximately 6%) at minimum and maximum and that the salaries for the classes on the Building Maintenance Salary Schedules A and B be adjusted one and one-half steps (approximately 6%) at minimum and maximum. The proposed effective date of these adjustments is the effective date of these rules.

Revisions to MHD 251 are proposed to reflect the adjustments proposed in MHD 250 and to show methods of payment on a monthly, hourly or two or four week payroll period to employees. The proposed effective date of this rule is the effective date of these rules.

The Ramsey County Court Order of August 26, 1976, invalidated the 1975 and 1976 amendments to DPW 116 and the 1976 amendments to DPW 117. MHD 230 and 231 in part are identical to DPW 116 and 117. While MHD 230 and 231 were not specifically mentioned in the court order, in keeping with the intent and direction of the court order similar revisions are being proposed to these rules as to DPW 116 and 117. In order to eliminate confusion on these rules, it is proposed to delete MHD 230 and 231 in their entirety and replace them with new proposed rules. Some portions of these proposed rules are identical to the rule in effect in 1974 for MHD 230 and to the current rule for MHD 231.

Under the proposed MHD 230, salary adjustments to incumbents resulting from the adoption of a new salary schedule January 1 of each year are required only to place these persons at least at minimum salary. The proposal makes the further granting of the general salary adjustments to incumbents discretionary with the appointing authority. The recommended general adjustments to incumbents in 1977, under this rule are, one step for employees on the Professional Salary Schedule and the Support Salary Schedule, and one and one-half steps for employees on the Clerical Salary Schedule and the Building Maintenance Salary Schedule. In addition the proposal contains a provision for the appointing authorities in those unique situations where they determine the general adjustment adopted is inappropriate for their employees, to give a different adjustment to their employees other than the general adjustment adopted or in the case of agencies where there is an exclusive representative, for the appointing authority and the exclusive representative to negotiate salary adjustments. Other parts of this proposed rule cover merit increase and salary decrease provisions.

Under proposed MHD 231, the establishment of the length of pay periods is left to the discretion of the appointing authority or in the cases of agencies where there is an exclusive representative, may be a negotiable item. Also under this provision, employees can be paid either at a monthly rate or an hourly rate at the discretion of the appointing authority or as negotiated. The rule further provides methods for payment on a full-time, part-time, or hourly basis and for payment of vacation, sick leave and overtime. Another provision of the rule regulates part payment from another source.

Amendments to MHD 204 are proposed to allow

appointing authorities and employees with an exclusive representative to negotiate their own salary schedules if they so desire for employees in the bargaining unit.

Amendments to MHD 200 are proposed to establish definitions for "disabled veteran", "exclusive representative", "facsimile", "general adjustment", "intermittent employee", "merit increase", "probationary employee", "salary adjustment", and "temporary employee". These definitions are needed to add clarity to the existing rules.

Amendments to MHD 215 are proposed to allow those agencies with an exclusive representative to negotiate their own leave benefits without any restrictions as to minimums or maximums.

Another proposal is to amend MHD 201, to conform to changes in the U.S. Civil Service Commission's interpretation of the federal Hatch Act as of September, 1975. This change allows employees to be candidates in a partisan election for political party office. Candidacy in a partisan election for a public office continues to be prohibited.

Testimony or other evidence to be submitted for consideration should be pertinent to the matter at hand and may be presented either orally or in writing at the public hearing or by mailing a statement to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota 55104, prior to or within twenty (20) days following the conclusion of the hearing. For those persons wishing to submit written statements or exhibits, it is requested that they furnish three (3) copies of each item to the Hearings Officer. It is suggested that to save time and avoid duplication, those organizations or associations having a common viewpoint or intent in the proceedings join together where possible and present a single statement in behalf of their interests.

A copy of the Notice of Hearing for the Minnesota Departments of Public Welfare and Public Safety are attached hereto for your information. Copies of the proposed amendments and the salary survey are now available and may be obtained by writing to:

Merit System Supervisor
Minnesota Merit System
Fourth Floor, Centennial Office Building
St. Paul, Minnesota 55155

If you are not interested in all the proposed rule changes, it would be appreciated if you would specify the particular rules you desire when you request copies. Additional copies of the rules and the salary survey will be available at the door on the date of the hearing.

Warren R. Lawson, M.D.
Secretary and Executive Officer

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MHD 200 Definitions.

A. The following definitions apply throughout these rules, unless the context clearly requires another meaning:

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

2. "Appointing authority" means the County Board of Commissioners or other officer or board authorized by statute or lawfully delegated authority to make appointments to positions under the Merit System for Public Health.

3. "Class" means one or more positions sufficiently similar in the duties performed, degree of supervision exercised or required, 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 the positions.

4. "Classified service" means all positions covered by these rules as provided in Rule 1125.

5. "Council" means the Merit System Council.

6. "County register" means the sub-register established for a county from a state-wide register, either competitive or promotional containing the names of persons who have resided in the county for 30 days or, in the event of a promotional examination, who are employed by the local agency.

7. "Day" means calendar day except where otherwise specified in the specific rule.

8. "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.

9. "Desirable qualifications" means the requirements of training and experience desired but not necessary to qualify for a given class of positions in the classification plan.

10. "Disabled veteran" means a veteran who is rated or certified as disabled in accordance with the provisions of Minn. Stat. § 43.30.

11. "Dismissal" means the termination of employment of an employee for cause.

12. "Eligible or eligible person" means any person whose name is on a register.

13. "Emergency appointment" means an appointment required by a state of emergency as described in Rule 1353.

14. "Employee" means any persons employed by a local Public Health agency in a position covered by these rules (Rule 1125) who is paid a salary or wage.

15. "Exclusive representative" means an employee union, association or group which have been certified by the State Bureau of Mediation.

16. "Facsimile" means a replica, e.g., facsimile of DPW 141 is a chart showing each of the salary rates adopted by an agency divided into monthly and hourly rates and either daily rates and bi-weekly 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.

17. "Intermittent employee" means an employee who works whenever needed or on a schedule which cannot be predicted in advance.

18. "General adjustment" means the merit system recommended salary adjustment based on the annual salary survey.

19. "Layoff" means the termination of employment because of shortage of funds or curtailment of services.

20. "Limited term appointment" means an appointment from a register for a period not to exceed six months as described in Rule 1354.

21. "Local agency" means the organization created to carry out the functions and programs of the jurisdiction's Public Health responsibilities.

22. "Local Public Health authority" means the governing board, commission, or council under whose authority a county, town, village, or borough establishes a local Public Health agency.

23. "Merit increase" means a salary increase given to an individual employee based on meritorious job performance.

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

25. "Minimum qualification" means the requirements of training and experience necessary to qualify for a given class.

26. "Original appointment" means a regular appointment of an individual to a local Public Health staff through selection from an open-competitive register and is the beginning point of the probationary period (sometimes referred to as Probationary Appointment).

27. "Permanent employee" means an employee who has successfully completed his/her probationary period or who has attained permanent status upon the installation of the merit system.

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

29. "Probationary employee" means an employee who is serving a probationary period in a class to which they have been appointed from an eligible list.

30. "Probationary period" means the first six-month working test period during which a new appointee is required to demonstrate his fitness for the position to which he is appointed by actual performance of the duties of the position.

31. "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.

32. "Provisional appointment" means an appointment of a person not on a register to fill a position pending the establishment of a register for such position in accordance with the provisions of Rule 1352.

33. "Reallocation" means a reassignment, or change in allocation, of a position by raising it to a higher class of positions, reducing it to a lower class of positions, or moving it to another class of positions at the same level, on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in the position.

34. "Register" means an officially established list of eligibles for a particular class.

35. "Resignation" means the termination of employment made at the request of the employee.

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

37. "Secretary and Executive Officer" means the Secretary and Executive Officer of the Minnesota State Board of Health, who is also the administrative head of the Minnesota Department of Health.

38. "State agency" means the Minnesota State Board of Health acting through the State Department of Health, which is responsible for the administration and supervision of the Public Health programs in the State of Minnesota.

39. "Supervisor" means the Merit System Supervisor.

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

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

42. "Transfer" means [a change] 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.

43. "Veteran" means all persons defined as veterans by Minn. Stat. § 197.46

44. "Veteran's preference" means the preference granted to veterans by Minn. Stat. § 43.30.

MHD 201 Statement of policy and means of effecting policy.

F. Political activity.

1. 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.

2. 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.

3. 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. **Candidacy for political party office is not prohibited.**

4. An employee continues to be covered by the Federal Hatch Act restrictions including all the restrictions listed in MHD 201 F.1. through 5. 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 MHD 201 F.5.

5. 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] **elector** received votes at the last preceding presidential election.

6. All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the Merit System.

MHD 204 Compensation plan.

A. Preparation and adoption.

1. The State Board of Health shall formally adopt and make effective a comprehensive compensation plan

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(MHD 250) for all classes of positions which 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 limited instances where the requirements of MHD 230 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such salary ranges.

2. Any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of salary ranges by local Public Health authority.

1. The local Public Health authority shall select a salary plan from each of the following salary schedules provided under MHD 250. Professional - A, B, C; Health Services Support Personnel - A, B, C; Clerical - A, B, C, D, E, F; and Building Maintenance - A or B.

2. Such rates, as provided for in MHD 204 B.1., shall be identified by alphabetical designation, and adjustment of the plan as provided by Rule MHD 204 D. shall not serve to amend the alphabetically designated rates selected as the county plan.

3. The designation of the rates selected from the plan in each case shall be by resolution of the local Public Health authority. The Supervisor shall be promptly notified of the rates selected by each jurisdiction.

4. The alphabetically designated rates selected by the local Public Health authority shall become the official plan for the local Public Health agency until amended by the salary setting authority as provided in Rule MHD 204 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of Rules MGD 230 B.1. and 2. on the basis of the plan adopted by the local Public Health authority as provided above.

C. Amendment of salary ranges selected by local Public Health authority.

1. The local Public Health authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in Rule MHD 204 B.

2. The Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least thirty days in advance of the

effective date of such amended plan, unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the [plan] official salary schedule of the Minnesota Merit System.

1. The compensation plan provided in MHD 250 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding 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 each succeeding year. The Supervisor shall complete this study and report [his] the findings to the Secretary and Executive Officer on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four per cent or more, the Secretary and Executive Officer shall call and hold a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less than four per cent or differ significantly from various types of employment, the Secretary and Executive Officer may call and hold a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the State Board of Health shall make its decision. An amended compensation plan [may] shall not be [permitted to become] effective [prior to] until the next succeeding January 1. [but such plan shall not be mandatory upon the agencies until the next succeeding January 1.

6. The local Public Health authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetical designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a salary schedule.

1. 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. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the 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 exist in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted 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.

F. Administration of the plan.

1. On either the official salary schedule of the Minnesota Merit System of the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which [he] the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under Rule a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same

class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

MHD 215 Leaves of absence.

A. In general.

1. [Vacation and sick] Leave policies stated in [Rules 1442 and 1443] **this rule** are minimum standards and shall apply to all local Public Health agency personnel except when raised by adoption of an optional vacation and sick leave policy by the appointing authority, or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the [Secretary] Supervisor. [and Executive Officer for approval before it becomes effective, and it shall not be retroactive.]

MHD 230 Salary adjustments and increases.

A. Availability of funds.

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the local Public Health authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be made in accordance with Merit System official compensation plan.

1. In agencies where there is not a negotiated salary schedule, 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 employees is below the minimum of the range prescribed for their class of positions on the Merit System compensation plan selected by the local Public Health authority, the rate shall be adjusted to that minimum.

¹Ramsey County District Court Order of August 26, 1976, in part invalidated Minn. Rule DPW 116. MHD 230 in part is identical to DPW 116, and while this rule was not specifically mentioned in the court order, in keeping with the intent and direction of the court order, similar revisions are being proposed for MHD 230 as for DPW 116. Due to potential confusion MHD 230 is hereby deleted in its entirety to be replaced by the following proposed rule.

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b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in MHD 204 D.6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where local Public Health authorities determine the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic area, such local Public Health authorities may give a different adjustment, other than the general adjustment adopted; provided, however, such local Public Health authorities file with the Supervisor the new salary steps by class and a facsimile of MHD 251. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the local Public Health authorities and shall not be over the maximum salary.

d. Employees may be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted, following the annual salary public hearing and then only in the amount adopted for their class.

e. If the rate of pay of an employee is higher than the maximum of the range prescribed for his/her class of positions, the rate may remain the same as long as the employee retains the same position.

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

2. The general adjustment recommended for incumbents is one step for employees on the Professional Salary Schedule and the Health Services Support Salary Schedule, and one and one-half steps for employees on the Clerical and Maintenance and Trades Salary Schedules.

3. Intra-agency 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 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 employee affected.

C. Adjustments to be made in accordance with negotiated salary schedules.

1. 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 these employees shall follow the working of the contract or agreement.

D. Merit increases.

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedule or on any salary schedules filed with the Supervisor pursuant to MHD 230 B.1.c., shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to MHD 230 B.1.f. result in employees no longer being on a salary step as published in MHD 250 for their class, any subsequent merit increase shall be to an appropriate step on MHD 250 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that 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.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one 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 of the local Public Health authority and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary decreases.

1. 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 intention 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 MHD 219 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of E.1. above.

²MHD 231 Salary computation provisions for full and part-time employment, terminal vacation and sick leave pay, partial pay periods, overtime and part payment from another source.

A. Pay periods.

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-time and part-time employment.

1. All rates prescribed in MHD 250 and 251 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 MHD 230 B.1.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 MHD 250 shall use the schedules shown in MHD 251 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in MHD 250 under the provisions of MHD 231 B.1. above or those agencies operating under the provisions of MHD 230 B.1.c. shall file within ten days after the signing of the contract such schedules with the Supervisor along with a facsimile of MHD 251 showing method of payment for full-time and part-time employment. Such facsimile shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days in the month and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for less than a full payroll period.

1. 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/days the employee

worked in the payroll period. Agencies shall use MHD 251 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of MHD 230 B.1.c. shall use their facsimile of MHD 251 in computing this salary.

D. Part payment from another source.

1. When part of the compensation of a local Public Health 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 local Public Health 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.

E. Compensation for vacation and/or sick leave upon separation.

1. An employee, who has permanent status in a local Public Health agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with MHD 215 C., on the basis of the appropriate daily or hourly rate as shown on MHD 251 or the applicable facsimile of MHD 251. This is illustrated by the following examples:

An employee who earns \$844 a month and is paid \$388 on a bi-weekly payroll (\$38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $\$38.80 \times 19$ days (8 regular working days plus 11 days of vacation) = \$737.20

An employee who earns \$844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of \$38.36 (for 22 day month) $\times 19$ days (8 regular working days plus 11 days of vacation) = \$727.70.

2. 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.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in

²Ramsey County District Court Order of August 26, 1976, in part invalidated Minn. Rule DPW 117. MHD 231 in part is identical to DPW 117, and while this rule was not specifically mentioned in the court order, in keeping with the intent and direction of the court order, similar revisions are being proposed for MHD 231 as for DPW 117. Due to potential confusion MHD 231 is hereby deleted in its entirety to be replaced by the following proposed rule.

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the same manner as for vacation leave under MHD 231 E.2.

F. Overtime compensation.

1. 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 in:

- a. an emergency in which the local Public Health authority orders such overtime; or
- b. when such overtime is otherwise approved in

advance by the local Public Health authority or its designee; or

c. as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Public Health authority and it shall be discretionary with the local Public Health 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.

Official Salary Schedule – Minnesota Merit System

³The following schedules apply to employees not covered by a negotiated salary schedule. They are to be used in implementing MHD Rules 204, 250, and 251. The new MHD 250 and 251 supercede and replace the old MHD 250 and 251, respectively.

³MHD 250 Compensation plan.

A. Professional and administrative.

1. Plan A.

Monthly Salaries

a. Class of positions.	1	2	3	4	5	6	7	8	9
Ass't. Dir. of Envir. Health	1232	1290	1348	1409	1472	1538	1609	1683	1760
Ass't. Dir. of Pub. Health Nurs.	1079	1126	1177	1232	1290	1348	1409	1472	1538
Business Administrator	1126	1177	1232	1290	1348	1409	1472	1538	1609
Business Supervisor	826	863	902	944	987	1032	1079	1126	1177
Dir. of Envir. Health	1409	1472	1538	1609	1683	1760	1839	1923	2013
Dir. of Pub. Health Nurs. I	1079	1126	1177	1232	1290	1348	1409	1472	1538
Dir. of Pub. Health Nurs. II	1232	1290	1348	1409	1472	1538	1609	1683	1760
Home Care Coordinator	987	1032	1079	1126	1177	1232	1290	1348	
Medical Technologist	902	944	987	1032	1079	1126			
Public Health Educator	1126	1177	1232	1290	1348	1409	1472	1538	
Public Health Nurse	902	944	987	1032	1079	1126	1177		
Public Health Nurse (Team Leader)	944	987	1032	1079	1126	1177	1232		
Registered Nurse									
A.A. Degree or 3 yr. Diploma	826	863	902	944	987	1032	1079		
Baccalaureate Degree	863	902	944	987	1032	1079			
Sanitarian I	902	944	987	1032					
Sanitarian II	987	1032	1079	1126	1177	1232	1290	1348	
Sanitarian III	1079	1126	1177	1232	1290	1348	1409	1472	1538
Sanitarian IV	1177	1232	1290	1348	1409	1472	1538	1609	1683
School Health Coordinator	944	987	1032	1079	1126	1177	1232	1290	
Senior Public Health Nurse	987	1032	1079	1126	1177	1232	1290		

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Ass't. Dir. of Envir. Health	1290	1348	1409	1472	1538	1609	1683	1760	1839
Ass't. Dir. of Pub. Health Nurs.	1126	1177	1232	1290	1348	1409	1472	1538	1609
Business Administrator	1177	1232	1290	1348	1409	1472	1538	1609	1683
Business Supervisor	863	902	944	987	1032	1079	1126	1177	1232
Dir. of Envir. Health	1472	1538	1609	1683	1760	1839	1923	2013	2105
Dir. of Pub. Health Nurs. I	1126	1177	1232	1290	1348	1409	1472	1538	1609
Dir. of Pub. Health Nurs. II	1290	1348	1409	1472	1538	1609	1683	1760	1839
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409	
Medical Technologist	944	987	1032	1079	1126	1177			

Public Health Educator	1177	1232	1290	1348	1409	1472	1538	1609	
Public Health Nurse	944	987	1032	1079	1126	1177	1232		
Public Health Nurse (Team Leader)	987	1032	1079	1126	1177	1232	1290		
Registered Nurse									
A.A. Degree or 3 yr. Diploma	826	863	902	944	987	1032	1079		
Baccalaureate Degree	902	944	987	1032	1079	1126			
Sanitarian I	944	987	1032	1079					
Sanitarian II	1032	1079	1126	1177	1232	1290	1348	1409	
Sanitarian III	1126	1177	1232	1290	1348	1409	1472	1538	1609
Sanitarian IV	1232	1290	1348	1409	1472	1538	1609	1683	1760
School Health Coordinator	987	1032	1079	1126	1177	1232	1290	1348	
Senior Public Health Nurse	1032	1079	1126	1177	1232	1290	1348		

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Ass't. Dir. of Envir. Health	1348	1409	1472	1538	1609	1683	1760	1839	1923
Ass't. Dir. of Pub. Health Nurs.	1177	1232	1290	1348	1409	1472	1538	1609	1683
Business Administrator	1232	1290	1348	1409	1472	1538	1609	1683	1760
Business Supervisor	902	944	987	1032	1079	1126	1177	1232	1290
Dir. of Envir. Health	1538	1609	1683	1760	1839	1923	2013	2105	2200
Dir. of Pub. Health Nurs. I	1177	1232	1290	1348	1409	1472	1538	1609	1683
Dir. of Pub. Health Nurs. II	1348	1409	1472	1538	1609	1683	1760	1839	1923
Home Care Coordinator	1079	1126	1177	1232	1290	1348	1409	1472	
Medical Technologist	987	1032	1079	1126	1177	1232			
Public Health Educator	1232	1290	1348	1409	1472	1538	1609	1683	
Public Health Nurse	1008	1055	1102	1150	1203	1261	1319		
Public Health Nurse (Team Leader)	1055	1102	1150	1203	1261	1319	1377		
Registered Nurse									
A.A. Degree or 3 yr. Diploma	923	965	1008	1055	1102	1150	1203		
Baccalaureate Degree	965	1008	1055	1102	1150	1203			
Sanitarian I	987	1032	1079	1126					
Sanitarian II	1079	1126	1177	1232	1290	1348	1409	1472	
Sanitarian III	1177	1232	1290	1348	1409	1472	1538	1609	1683
Sanitarian IV	1290	1348	1409	1472	1538	1609	1683	1760	1839
School Health Coordinator	1032	1079	1126	1177	1232	1290	1348	1409	
Senior Public Health Nurse	1102	1150	1203	1261	1319	1377	1440		

B. Health services support personnel.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7
Animal Warden	617	644	675	707	739	771	807
Home Health Aide	496	517	538	564	590	617	644
Home Health Aide Coordinator	707	739	771	807	844	881	923
Inspector I	644	675	707	739			
Inspector II	739	771	807	844	881	923	965
Laboratory Technician	517	538	564	590	617	644	675
Licensed Practical Nurse	644	675	707	739	771		
Medical Laboratory Assistant	617	644	675	707	739	771	807
Public Health Aide	396	412	433	454	475	496	517

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7
Animal Warden	644	675	707	739	771	807	844
Home Health Aide	517	538	564	590	617	644	675

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Home Health Aide Coordinator	739	771	807	844	881	923	965
Inspector I	675	707	739	771			
Inspector II	771	807	844	881	923	965	1008
Laboratory Technician	538	564	590	617	644	675	707
Licensed Practical Nurse	675	707	739	771	807		
Medical Laboratory Assistant	644	675	707	739	771	807	844
Public Health Aide	412	433	454	475	496	517	538

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7
Animal Warden	675	707	739	771	807	844	881
Home Health Aide	538	564	590	617	644	675	707
Home Health Aide Coordinator	771	807	844	881	923	965	1008
Inspector I	707	739	771	807			
Inspector II	807	844	881	923	965	1008	1055
Laboratory Technician	564	590	617	644	675	707	739
Licensed Practical Nurse	707	739	771	807	844		
Medical Laboratory Assistant	675	707	739	771	807	844	881
Public Health Aide	433	454	475	496	517	538	564

C. Clerical.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bookkeeper	578	601	627	654	681	710	741	773	805
Clerk I	389	406	422	438	454	473	494	515	536
Clerk II	454	473	494	515	536	557	578	601	627
Clerk III	536	557	578	601	627	654	681	710	741
Clerk-Typist I	406	422	438	454	473	494	515	536	557
Clerk-Typist II	454	473	494	515	536	557	578	601	627
Clerk-Typist III	536	557	578	601	627	654	681	710	741
Clerk-Steno I	422	438	454	473	494	515	536	557	578
Clerk-Steno II	494	515	536	557	578	601	627	654	681
Clerk-Steno III	536	557	578	601	627	654	681	710	741
Swbd. Operator I	422	438	454	473	494	515	536	557	578
Swbd. Operator II	454	473	494	515	536	557	578	601	627

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bookkeeper	601	527	654	681	710	741	773	805	839
Clerk I	406	422	438	454	473	494	515	536	557
Clerk II	473	494	515	536	557	578	601	627	654
Clerk III	557	578	601	627	654	681	710	741	773
Clerk-Typist I	422	438	454	473	494	515	536	557	578
Clerk-Typist II	473	494	515	536	557	578	601	627	654
Clerk-Typist III	557	578	601	627	654	681	710	741	773
Clerk-Steno I	438	454	473	494	515	536	557	578	601
Clerk-Steno II	515	536	557	578	601	627	654	681	710
Clerk-Steno III	557	578	601	627	654	681	710	741	773
Swbd. Operator I	438	454	473	494	515	536	557	578	601
Swbd. Operator II	473	494	515	536	557	578	601	627	654

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bookkeeper	627	654	681	710	741	773	805	839	876
Clerk I	422	438	454	473	494	515	536	557	578
Clerk II	494	515	536	557	578	601	627	654	681
Clerk III	578	601	627	654	681	710	741	773	805
Clerk-Typist I	438	454	473	494	515	536	557	578	601

Clerk-Typist II	494	515	536	557	578	601	627	654	681
Clerk-Typist III	578	601	627	654	681	710	741	773	805
Clerk-Steno I	454	473	494	515	536	557	578	601	627
Clerk-Steno II	536	557	578	601	627	654	681	710	741
Clerk-Steno III	578	601	627	654	681	710	741	773	805
Swbd. Operator I	454	473	494	515	536	557	578	601	627
Swbd. Operator II	494	515	536	557	578	601	627	654	681

4. Plan D.

a. Class of positions.									
	1	2	3	4	5	6	7	8	9
Bookkeeper	654	681	710	741	773	805	839	876	913
Clerk I	438	454	473	494	515	536	557	578	601
Clerk II	515	536	557	578	601	627	654	681	710
Clerk III	601	627	654	681	710	741	773	805	839
Clerk-Typist I	454	473	494	515	536	557	578	601	627
Clerk-Typist II	515	536	557	578	601	627	654	681	710
Clerk-Typist III	601	627	654	681	710	741	773	805	839
Clerk-Steno I	473	494	515	536	557	578	601	627	654
Clerk-Steno II	557	578	601	627	654	681	710	741	773
Clerk-Steno III	601	627	654	681	710	741	773	805	839
Swbd. Operator I	473	494	515	536	557	578	601	627	654
Swbd. Operator II	515	536	557	578	601	627	654	681	710

5. Plan E.

a. Class of positions.								
	1	2	3	4	5	6	7	8
Bookkeeper	710	741	773	805	839	876	913	952
Clerk I	473	494	515	536	557	578	601	627
Clerk II	557	578	601	627	654	681	710	741
Clerk III	654	681	710	741	773	805	839	876
Clerk-Typist I	494	515	536	557	578	601	627	654
Clerk-Typist II	557	578	601	627	654	681	710	741
Clerk-Typist III	654	681	710	741	773	805	839	876
Clerk-Steno I	515	536	557	578	601	627	654	681
Clerk-Steno II	601	627	654	681	710	741	773	805
Clerk-Steno III	654	681	710	741	773	805	839	876
Swbd. Operator I	515	536	557	578	601	627	654	681
Swbd. Operator II	557	578	601	627	654	681	710	741

6. Plan F.

a. Class of positions.								
	1	2	3	4	5	6	7	8
Bookkeeper	741	773	805	839	876	913	952	994
Clerk I	515	536	557	578	601	627	654	681
Clerk II	578	601	627	654	681	710	741	773
Clerk III	681	710	741	773	805	839	876	913
Clerk-Typist I	536	557	578	601	627	654	681	710
Clerk-Typist II	578	601	627	654	681	710	741	773
Clerk-Typist III	681	710	741	773	805	839	876	913
Clerk-Steno I	557	578	601	627	654	681	710	741
Clerk-Steno II	627	654	681	710	741	773	805	839
Clerk-Steno III	681	710	741	773	805	839	876	913
Swbd. Operator I	536	557	578	601	627	654	681	710
Swbd. Operator II	578	601	627	654	681	710	741	773

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D. Building maintenance.

1. Plan A

a. Class of positions.	1	2	3	4	5	6	7
Custodian (1)	473	494	515	536	557		
Janitor (1)	557	578	601	627	654	681	710

2. Plan B

a. Class of positions.	1	2	3	4	5	6	7
Custodian (1)	557	578	601	627	654		
Janitor (1)	654	681	710	741	773	805	839

(1) Employees who are required to work for a period of at least five hours after 6 P.M. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

MHD 251 Public Health salary schedule.

A. For professional and support classes.

Standard Table For Computing Less-than-full-time Salary, Bi-weekly, and Four-week Salary Rates

Monthly Salary	Hourly Rate ^a	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ^b				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ^c	Four Weeks
\$ 379	\$ 2.18	\$ 18.95	\$ 18.05	\$ 17.23	\$ 16.48	\$ 17.44	\$ 174.40	\$ 348.80
388	2.23	19.40	18.48	17.64	16.87	17.84	178.40	356.80
396	2.28	19.80	18.86	18.00	17.22	18.24	182.40	364.80
404	2.32	20.20	19.24	18.36	17.57	18.56	185.60	371.20
412	2.37	20.60	19.62	18.73	17.91	18.96	189.60	379.20
423	2.43	21.15	20.14	19.23	18.39	19.44	194.40	388.80
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.40	204.00	408.00
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
465	2.67	23.25	22.14	21.14	20.22	21.36	213.60	427.20
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
486	2.79	24.30	23.14	22.09	21.13	22.32	223.20	446.40
406	2.85	24.80	23.62	22.55	21.57	22.80	228.00	456.00
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
517	2.97	25.85	24.62	23.50	22.48	23.76	237.60	475.20
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
538	3.09	26.90	25.62	24.45	23.39	24.72	247.20	494.40
551	3.17	27.55	26.24	25.05	23.96	25.36	253.60	507.20
564	3.24	28.20	26.86	25.64	24.52	25.92	259.20	518.40
577	3.32	28.85	27.48	26.23	25.09	26.56	265.60	531.20
590	3.39	29.50	28.10	26.82	25.65	27.12	271.20	542.40
604	3.47	30.20	28.76	27.45	26.26	27.76	277.60	555.20
617	3.55	30.85	29.38	28.05	26.82	28.40	284.00	568.00
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
644	3.70	32.20	30.67	29.27	28.00	29.60	296.00	592.00
660	3.79	33.00	31.43	30.00	28.70	30.32	303.20	606.40
675	3.88	33.75	32.14	30.68	29.35	31.04	310.40	620.80
691	3.97	34.55	32.90	31.41	30.04	31.76	317.60	635.20
707	4.06	35.35	33.67	32.14	30.74	32.48	324.80	649.60
723	4.16	36.15	34.43	32.86	31.43	33.28	332.80	665.60
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40

Salary Per Working Day for Month with the
Following Number of Working Days Plus
Holidays. (For Agencies That Pay by the
Month or Twice a Month.)⁵

For Agencies Operating on a
Two or Four-Week Payroll Period.

Monthly Salary	Hourly Rate ⁴	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁵				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁶	Four Weeks
771	4.43	38.55	36.71	35.05	33.52	35.44	354.40	708.80
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
807	4.64	40.35	38.43	36.68	35.09	37.12	371.20	742.40
826	4.75	41.30	39.33	37.55	35.91	38.00	380.00	760.00
844	4.85	42.20	40.19	38.36	36.70	38.80	388.00	776.00
863	4.96	43.15	41.10	39.23	37.52	39.68	396.80	793.60
881	5.06	44.05	41.95	40.05	38.30	40.48	404.80	809.60
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
923	5.30	46.15	43.95	41.95	40.13	42.40	424.00	848.00
944	5.43	47.20	44.95	42.91	41.04	43.44	434.40	868.80
965	5.55	48.25	45.95	43.86	41.96	44.40	444.00	888.00
987	5.67	49.35	47.00	44.86	42.91	45.36	453.60	907.20
1008	5.79	50.40	48.00	45.82	43.83	46.32	463.20	926.40
1032	5.93	51.60	49.14	46.91	44.87	47.44	474.40	948.80
1055	6.06	52.75	50.24	47.95	45.87	48.48	484.80	969.60
1079	6.20	53.95	51.38	49.05	46.91	49.60	496.00	992.00
1102	6.33	55.10	52.48	50.09	47.91	50.64	506.40	1012.80
1126	6.47	56.30	53.62	51.18	48.96	51.76	517.60	1035.20
1150	6.61	57.50	54.76	52.27	50.00	52.88	528.80	1057.60
1177	6.76	58.85	56.05	53.50	51.17	54.08	540.80	1081.60
1203	6.91	60.15	57.29	54.68	52.30	55.28	552.80	1105.60
1232	7.08	61.60	58.67	56.00	53.56	56.64	566.40	1132.80
1261	7.25	63.05	60.05	57.32	54.83	58.00	580.00	1160.00
1290	7.41	64.50	61.43	58.64	56.09	59.28	592.80	1185.60
1319	7.58	65.95	62.81	59.95	57.35	60.64	606.40	1212.80
1348	7.75	67.40	64.19	61.27	58.61	62.00	620.00	1240.00
1377	7.91	68.86	65.57	62.59	59.87	63.28	632.80	1265.60
1409	8.10	70.45	67.10	64.05	61.26	64.80	648.00	1296.00
1440	8.28	72.00	68.57	65.45	62.61	66.24	662.40	1324.80
1472	8.46	73.60	70.10	66.91	64.00	67.68	676.80	1353.60
1503	8.64	75.15	71.57	68.32	65.35	69.12	691.20	1382.40
1538	8.84	76.90	73.24	69.91	66.87	70.72	707.20	1414.40
1572	9.03	78.60	74.86	71.45	68.35	72.24	722.40	1444.80
1609	9.25	80.45	76.62	73.14	69.96	74.00	740.00	1480.00
1646	9.46	82.30	78.38	74.82	71.57	75.68	756.80	1513.60
1683	9.67	84.15	80.14	76.50	73.17	77.36	773.60	1547.20
1720	9.89	86.00	81.90	78.18	74.78	79.12	791.20	1582.40
1760	10.11	88.00	83.81	80.00	76.52	80.88	808.80	1617.60
1799	10.34	89.95	85.67	81.77	78.22	82.72	827.20	1654.40
1839	10.57	91.95	87.57	83.59	79.96	84.56	845.60	1691.20
1878	10.79	93.90	89.43	85.36	81.65	86.32	863.20	1726.40
1923	11.05	96.15	91.57	87.41	83.61	88.40	884.00	1768.00

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Monthly Salary	Hourly Rate ⁴	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁵				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁶	Four Weeks
1968	11.31	98.40	93.71	89.45	85.57	90.48	904.80	1809.60
2013	11.57	100.65	95.86	91.50	87.52	92.56	925.60	1851.20
2057	11.82	102.85	97.95	93.50	89.43	94.56	945.60	1891.20
2105	12.10	105.25	100.24	95.68	91.52	96.80	968.00	1936.00
2152	12.37	107.60	102.48	97.82	93.57	98.96	989.60	1979.20
2200	12.64	110.00	104.76	100.00	95.65	101.12	1011.20	2022.40
2247	12.91	112.35	107.00	102.14	97.70	103.28	1032.80	2065.60
2297	13.20	114.85	109.38	104.41	99.87	105.60	1056.00	2112.00
2347	13.49	117.35	111.76	106.86	102.04	107.92	1079.20	2158.40
2398	13.78	119.90	114.19	109.00	104.26	110.24	1102.40	2204.80
2448	14.07	122.40	116.57	111.27	106.43	112.56	1125.60	2251.20
2503	14.39	125.15	119.19	113.77	108.83	115.12	1151.20	2302.40
2558	14.70	127.90	121.81	116.27	111.22	117.60	1176.00	2352.00
2616	15.03	130.80	124.57	118.91	113.74	120.24	1202.40	2404.80
2674	15.37	133.70	127.33	121.54	116.26	122.96	1229.60	2459.20
2734	15.71	136.70	130.19	124.27	118.87	125.68	1256.80	2513.60
2794	16.06	139.70	133.05	127.00	121.48	128.48	1284.80	2569.60
2857	16.42	142.85	136.05	129.86	124.22	131.36	1313.60	2627.20
2920	16.78	146.00	139.05	132.73	126.96	134.24	1342.40	2684.80
2986	17.16	149.30	142.19	135.73	129.83	137.28	1372.80	2745.60
3051	17.53	152.55	145.29	138.68	132.65	140.24	1402.40	2804.80
3127	17.97	156.35	148.90	142.14	135.96	143.76	1437.60	2875.20
3188	18.32	159.40	151.81	144.91	138.61	146.56	1465.60	2931.20
3260	18.74	163.00	155.24	148.18	141.74	149.92	1499.20	2998.40
3333	19.15	166.65	158.71	151.50	144.91	153.20	1532.00	3064.00
3408	19.59	170.40	162.29	154.91	148.17	156.72	1567.20	3134.40
3485	20.03	174.25	165.95	158.41	151.52	160.24	1602.40	3204.80

⁴ Hourly rates are based on 2088 hours in a year.

⁵ To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in

order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

⁶ To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."

B. For clerical and maintenance and trades.

Standard Table For Computing Less-than-full-time Salary, Bi-weekly, and Four-week Salary Rates

Monthly Salary	Hourly Rate ³	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁴				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁵	Four Weeks
\$ 381	\$2.19	\$19.05	\$18.14	\$17.32	\$16.56	\$17.52	\$175.20	\$ 350.40
389	2.24	19.45	18.52	17.68	16.91	17.92	179.20	358.40
398	2.29	19.90	18.95	18.09	17.30	18.32	183.20	366.40
406	2.33	20.30	19.33	18.45	17.65	18.64	186.40	372.80
414	2.38	20.70	19.71	18.82	18.00	19.04	190.40	380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.48	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80

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Monthly Salary	Hourly Rate ³	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁴				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁵	Four Weeks
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.35	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40

DEPARTMENT OF PUBLIC SAFETY

EMERGENCY SERVICES DIVISION

PROPOSED RULES GOVERNING MERIT SYSTEM PROCEDURES

Notice of Hearing

Notice is hereby given that a public hearing will be held pursuant to Minn Stat. § 15.0412, subd. 4 (1974), as amended by Laws of 1975, ch. 380, in the above-entitled matter, in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on Friday, October 22, 1976, commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed amendments of the rules first captioned-above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Under Minn. Stat. § 10A.01, subd. 11 (1974), any individual representing persons or associations attempting to influence administrative action, such as promulgation of amendments to these rules, must register with the State Ethics Commission as a lobbyist within five (5) days of the commencement of such activity by the individual. (The State Ethics Commission is located at

Room 410, State Office Building, St. Paul, Minnesota 55155.)

This hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Welfare. Some similar amendments to administrative rules of these agencies will be considered.

One proposal involves adjustment of the Emergency Service (Civil Defense) Merit System Compensation Plan for positions in the Emergency Services (Civil Defense) Agencies (DES 140). As a result of the salary survey completed July 31, 1976, it is recommended that the salaries for the classes on the Professional Salary Schedules A, B and C be adjusted one step (approximately 4.5%) at minimum and maximum; that the salaries for the classes on the Clerical Salary Schedules A, B, C and D be adjusted one-half step (approximately 2%) at minimum and one and one-half steps (approximately 6%) at maximum and that the salaries for the

classes on the Clerical Salary Schedules E and F be adjusted one and one-half steps (approximately 6%) at minimum and maximum. The proposed effective date of these adjustments is the effective date of these rules.

Revisions to DES 141 are proposed to reflect the adjustments proposed in DES 140 and to show methods of payment on a monthly, hourly or two or four week payroll period to employees. The proposed effective date of this rule is the effective date of these rules.

Under DES 91 B.2. and 3., DPW 116 and 117 also apply to employees covered under the Emergency Services Merit System. Revisions to DPW 116 and 117 will also be considered at this hearing.

The Ramsey County District Court Order of August 26, 1976, invalidated the 1975 and 1976 amendments to DPW 116 and the 1976 amendments to DPW 117. In order to eliminate confusion on these rules, it is proposed to delete DPW 116 and 117 as they exist after the court order invalidated the amendments and adopt entirely new rules. Some portions of these proposed rules are identical to the rule in effect in 1974 for DPW 116 and to the rule in effect in 1975 for DPW 117, which in effect are as the rules currently read due to the court order.

Under the proposed DPW 116, salary adjustments to incumbents resulting from the adoption of a new salary schedule January 1 of each year are required only to place these persons at least at minimum salary. The proposal makes the further granting of the general salary adjustments to incumbents discretionary with the appointing authority. The recommended general adjustments to incumbents in 1977, under this rule are one step for employees on the Professional Salary Schedule and one and one-half steps for employees on the Clerical Salary Schedule. In addition the proposal contains a provision for the appointing authority in those unique situations where the appointing authority determines the general adjustment adopted is inappropriate for their employees, to give a different adjustment to their employees other than the general adjustment adopted or in the case of agencies where there is an exclusive representative, for the appointing authority and the exclusive representative to negotiate salary adjustments. Other parts of this proposed rule cover merit increase and salary decrease provisions.

Under the proposed DPW 117, the establishment of the length of pay periods is left to the discretion of the appointing authority, or in the case of agencies where there is an exclusive representative, length of pay periods may be a negotiable item. Also under this provision, employees can be paid either at a monthly rate or an hourly rate at the discretion of the appointing authority or as negotiated. The rule further provides methods for

payment on a full-time, part-time or hourly basis and for payment of vacation, sick leave and overtime. Another provision of the rule regulates part payment from another source.

Amendments to DES 94 are proposed to allow the appointing authority and employees with an exclusive representative to negotiate their own salary schedules if they so desire for employees in the bargaining unit.

Amendments to DES 90 are proposed to establish definitions for "disabled veteran", "exclusive representative", "facsimile", "general adjustment", "intermittent employee", "merit increase", "probationary employee", "salary adjustment", and "temporary employee". These definitions are needed to add clarity to the existing rules.

Amendments to DES 104 are proposed to allow those agencies with an exclusive representative to negotiate their own leave benefits without any restrictions as to minimums or maximums.

Another proposal is to amend DES 91, to conform to changes in the U.S. Civil Service Commission's interpretation of the federal Hatch Act as of September, 1975. This change allows employees to be candidates in a partisan election for political party office. Candidacy in a partisan election for a public office continues to be prohibited.

Testimony or other evidence to be submitted for consideration should be pertinent to the matter at hand and may be presented either orally or in writing at the public hearing or by mailing a statement to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota 55104, prior to or within twenty (20) days following the conclusion of the hearing. For those persons wishing to submit written statements or exhibits, it is requested that they furnish three copies of each item to the Hearings Officer.

A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Welfare are attached hereto for your information. Copies of the proposed amendments and the salary survey are now available and may be obtained by writing to:

Merit System Supervisor
Minnesota Merit System
Fourth Floor, Centennial Office Building
St. Paul, Minnesota 55155

If you are not interested in all the proposed rule changes, it would be appreciated if you would specify the particular rules you desire when you request copies. Additional copies of the rules and the salary survey will be available at the door on the date of the hearing.

Edward G. Novak
Commissioner

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DES 90 Definitions.

A. The following definitions apply throughout these rules, unless the context clearly requires another meaning:

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

2. "Appointing authority" means the County Board of Commissioners, the town board, the mayor, or other officer or board authorized by statute or lawfully delegated authority to make appointments to positions under the Merit System for Civil Defense.

3. "Class" means one or more positions sufficiently similar in the duties performed, degree of supervision exercised or required, 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.

4. "Classified service" means all positions covered by these rules as provided in Rule 1125.

5. "Commissioner of Public Safety or Commissioner" means the administrative head of the State Department of Public Safety.

6. "Council" means the Merit System Council.

7. "County register" means the sub-register established for a county from a state-wide register, either competitive or promotional, 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 local agency.

8. "Day" means calendar day except where otherwise specified in the specific rule.

9. "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.

10. "Desirable qualification" means the requirements of training and experience desired but not necessary to qualify for a given class of positions in the classification plan.

11. "Disabled veteran" means a veteran who is rated or certified as disabled, in accordance with the provisions of Minn. Stat. § 43.30.

12. "Dismissal" means the termination of employment of an employee for cause.

13. "Eligible or eligible person" means any person whose name is on a register.

14. "Emergency appointment" means an appointment required by a state of emergency as described in Rule 1353.

15. "Employee" means any person employed by a local Civil Defense agency in a position covered by these rules (Rule 1125) who is paid a salary or wage.

16. "Exclusive representative" means an employee union, association or group which have been certified by the State Bureau of Mediation.

17. "Facsimile" means a replica, e.g., facsimile of DPW 141 is a chart showing each of the salary rates adopted by an agency divided into monthly and hourly rates and either daily rates and bi-weekly 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.

18. "General adjustment" means the merit system recommended salary adjustment based on the annual salary survey.

19. "Intermittent employee" means an employee who works whenever needed or on a schedule which cannot be predicted in advance.

20. "Layoff" means the termination of employment because of shortage of funds or curtailment of services.

21. "Limited-term appointment" means an appointment from a register for a period not to exceed six months as described in Rule 1354.

22. "Local agency" means the organization created to carry out the functions and programs of the jurisdiction's Civil Defense responsibilities.

23. "Local Civil Defense authority" means the governing board, commission, council, or mayor under whose authority a county, town, village, or borough establishes a local Civil Defense agency.

24. "Merit increase" means a salary increase given to an individual employee based on meritorious job performance.

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

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

27. "Original appointment" means a regular appointment of an individual to a local Civil Defense staff through selection from an open-competitive register and is the beginning point of the probationary period (sometimes referred to as Probationary Appointment).

28. "Permanent employee" means an employee who has successfully completed his/her probationary period or who has attained permanent status upon the installation of the Merit System.

29. "Position" means a group of current duties and responsibilities assigned or delegated by competent au-

thority requiring the full or part-time employment of one person.

30. "Probationary employee" means an employee who is serving a probationary period in a class to which they have been appointed from an eligible list.

31. "Probationary period" means the first six-month working test period during which a new appointee is required to demonstrate his fitness for the position to which he is appointed by actual performance of the duties of the position.

32. "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.

33. "Provisional appointment" means an appointment of a person not on a register to fill a position pending the establishment of a register for such position in accordance with the provisions of Rule 1352.

34. "Reallocation" means a reassignment, or change in allocation, of a position by raising it to a higher class of positions, reducing it to a lower class of positions, or moving it to another class of positions at the same level, on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in the position.

35. "Register" means an officially established list of eligibles for a particular class.

36. "Resignation" means the termination of employment made at the request of the employee.

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

38. "State agency" means the Governor acting through the State Department of Public Safety, Division of Civil Defense, which is responsible for the administration and supervision of the Civil Defense programs in the State of Minnesota.

39. "Supervisor" means the Merit System Supervisor.

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

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

42. "Transfer" means [a change] 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.

43. "Veteran" means all persons defined as veterans by Minn. Stat. § 197.46.

44. "Veteran's preference" means that preference granted to veterans by Minn. Stat. § 43.30.

DES 91 Statement of policy and means of effecting policy.

F. Political activity.

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

2. 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.

3. 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. **Candidacy for political party office is not prohibited.**

4. An employee continues to be covered by the Federal Hatch Act restrictions including all the restrictions listed in DES 91 F.1. through 5. 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 DES 91 F.5.

5. 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] **elector** received votes at the last preceding presidential election.

6. All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the Merit System.

DES 94 Compensation plan.

A. Preparation and adoption.

1. The Governor, through the Commissioner of Public Safety shall formally adopt and make effective a comprehensive compensation plan (**DES 140**) for all classes or positions **which shall apply to all agencies covered by the Merit System except as otherwise nego-**

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tiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of DPW 116 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such salary ranges.

2. The proposed compensation plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of salary ranges by local Civil Defense authority.

1. The local Civil Defense authority shall select a salary plan for all employees except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative. Such a plan shall be selected from each of the following salary schedules provided under DES 140: Professional—A, B, C,; Clerical—A, B, C, D, E, F.

2. Such rates, as provided for in DES 94 B.1., shall be identified by alphabetical designation, and adjustment of the plan as provided in Rule DES 94 D. shall not serve to amend the alphabetically designated rates selected as the county plan.

3. The designation of the rates selected from the plan in each case shall be by resolution of the local Civil Defense authority. The Commissioner of Public Safety and the Supervisor shall be promptly notified of the rates selected by each jurisdiction.

4. The alphabetically designated rates selected by the local Civil Defense authority shall become the official plan for the local Civil Defense agency until amended by the salary setting authority as provided in Rule DES 94 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of Rules DPW 116 B.1. and 2. on the basis of the plan adopted by the local Civil Defense authority as provided above.

C. Amendment of salary ranges selected by local Civil Defense authority.

1. The local Civil Defense authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in DES 94 B.

2. The Merit System Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least ten days in advance

of the effective date of such amended plan, unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the [plan] official salary schedule of the Minnesota Merit System.

1. The compensation plan provided in Rule DES 140 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Merit System Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding 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 each succeeding year. The supervisor shall complete this study and report [his] the findings to the Commissioner of Public Safety on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four per cent or more, the Governor, through the Commissioner of Public Safety, shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less than four per cent or differ significantly for various types of employment, the Governor, through the Commissioner of Public Safety, may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all of the evidence, the Governor, through the Commissioner of Public Safety, shall make his decision. An amended compensation plan [may] shall not be [permitted to become] effective [prior to] until the next succeeding January 1. [but such plan shall not be mandatory upon the agencies until the next succeeding January 1.]

6. The local Civil Defense 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.

E. Negotiation of a salary schedule.

1. 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. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the 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 Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualification for the new class.

2. A complete copy of the adopted 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.

F. Administration of the plan.

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules, the entrance salary for any new employee shall be at the minimum salary for the class of positions to which [he] the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary of permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

DES 104 Leaves of absence.

A. In general.

1. [Vacation and sick] Leave policies stated in [Rules 1442 and 1443] **this rule** are minimum standards and shall apply to all local Civil Defense agency personnel except when raised by adoption of an optional vacation and sick leave policy by the appointing authority, or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Merit System Supervisor. [for approval before it becomes effective, and it shall not be retroactive.]

Official Salary Schedule – Minnesota Merit System

DES 140 Compensation plan.

A. Professional

1. Plan A.

Monthly Salaries

a. Class of positions.	1	2	3	4	5	6	7	8
Local Civil Defense Director I	723	755	789	826	863	902	944	987
Local Civil Defense Director II	826	863	902	944	987	1032	1079	1126
Local Civil Defense Director III	944	987	1032	1079	1126	1177	1232	1290
Local Civil Defense Director IV	1177	1232	1290	1348	1409	1472	1538	1609
Local Civil Defense Director V	1683	1760	1839	1923	2013	2105	2200	2297

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County Civil Defense Director I	902	944	987	1032	1079	1126	1177	1232
County Civil Defense Director II	1032	1079	1126	1177	1232	1290	1348	1409
County Civil Defense Director III	1177	1232	1290	1348	1409	1472	1538	1609
County Civil Defense Director IV	1683	1760	1839	1923	2013	2105	2200	2297
Ass't. Civil Defense Director I	631	660	691	723	755	789	826	863
Ass't. Civil Defense Director II	755	789	826	863	902	944	987	1032
Ass't. Civil Defense Director III	902	944	987	1032	1079	1126	1177	1232
Ass't. Civil Defense Director IV	1079	1126	1177	1232	1290	1348	1409	1472
Administrative Officer	944	987	1032	1079	1126	1177	1232	1290
Public Information Officer	944	987	1032	1079	1126	1177	1232	1290
Safety Service Coordinator	944	987	1032	1079	1126	1177	1232	1290
Operations Officer	944	987	1032	1079	1126	1177	1232	1290
Radiological Defense Officer	826	863	902	944	987	1032	1079	1126
Communication Officer	826	863	902	944	987	1032	1079	1126

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8
Local Civil Defense Director I	723	755	789	826	863	902	944	987
Local Civil Defense Director II	826	863	902	944	987	1032	1079	1126
Local Civil Defense Director III	944	987	1032	1079	1126	1177	1232	1290
Local Civil Defense Director IV	1177	1232	1290	1348	1409	1472	1538	1609
Local Civil Defense Director V	1683	1760	1839	1923	2013	2105	2200	2297
County Civil Defense Director I	902	944	987	1032	1079	1126	1177	1232
County Civil Defense Director II	1032	1079	1126	1177	1232	1290	1348	1409
County Civil Defense Director III	1177	1232	1290	1348	1409	1472	1538	1609
County Civil Defense Director IV	1683	1760	1839	1923	2013	2105	2200	2297
Ass't. Civil Defense Director I	660	691	723	755	789	826	863	902
Ass't. Civil Defense Director II	789	826	863	902	944	987	1032	1079
Ass't. Civil Defense Director III	944	987	1032	1079	1126	1177	1232	1290
Ass't. Civil Defense Director IV	1126	1177	1232	1290	1348	1409	1472	1538
Administrative Officer	987	1032	1079	1126	1177	1232	1290	1348
Public Information Officer	987	1032	1079	1126	1177	1232	1290	1348
Safety Services Coordinator	987	1032	1079	1126	1177	1232	1290	1348
Operations Officer	987	1032	1079	1126	1177	1232	1290	1348
Radiological Defense Officer	863	902	944	987	1032	1079	1126	1177
Communication Officer	863	902	944	987	1032	1079	1126	1177

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8
Local Civil Defense Director I	723	755	789	826	863	902	944	987
Local Civil Defense Director II	826	863	902	944	987	1032	1079	1126
Local Civil Defense Director III	944	987	1032	1079	1126	1177	1232	1290
Local Civil Defense Director IV	1177	1232	1290	1348	1409	1472	1538	1609
Local Civil Defense Director V	1683	1760	1839	1923	2013	2105	2200	2297
County Civil Defense Director I	902	944	987	1032	1079	1126	1177	1232
County Civil Defense Director II	1032	1079	1126	1177	1232	1290	1348	1409
County Civil Defense Director III	1177	1232	1290	1348	1409	1472	1538	1609
County Civil Defense Director IV	1683	1760	1839	1923	2013	2105	2200	2297
Ass't. Civil Defense Director I	691	723	755	789	826	863	902	944
Ass't. Civil Defense Director II	826	863	902	944	987	1032	1079	1126
Ass't. Civil Defense Director III	987	1032	1079	1126	1177	1232	1290	1348
Ass't. Civil Defense Director IV	1177	1232	1290	1348	1409	1472	1538	1609
Administrative Officer	1032	1079	1126	1177	1232	1290	1348	1409
Public Information Officer	1032	1079	1126	1177	1232	1290	1348	1409
Safety Services	1032	1079	1126	1177	1232	1290	1348	1409
Operations Officer	1032	1079	1126	1177	1232	1290	1348	1409
Radiological Defense Officer	902	944	987	1032	1079	1126	1177	1232
Communications Officer	902	944	987	1032	1079	1126	1177	1232

B. Clerical.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	389	406	422	438	454	473	494	515	536
Clerk II	454	473	494	515	536	557	578	601	627
Clerk III	526	557	578	601	627	654	681	710	741
Clerk-Typist I	406	422	438	454	473	494	515	536	557
Clerk-Typist II	454	473	494	515	536	557	578	601	627
Clerk-Typist III	536	557	578	601	627	654	681	710	741
Clerk-Steno I	422	438	454	473	494	515	536	557	578
Clerk-Steno II	494	515	536	557	578	601	627	654	681
Clerk-Steno III	536	557	578	601	627	654	681	710	741

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	406	422	438	454	473	494	515	536	557
Clerk II	473	494	515	536	557	578	601	627	654
Clerk III	557	578	601	627	654	681	710	741	773
Clerk-Typist I	422	438	454	473	494	515	536	557	578
Clerk-Typist II	473	494	515	536	557	578	601	627	654
Clerk-Typist III	557	578	601	627	654	681	710	741	773
Clerk-Steno I	438	454	473	494	515	536	557	578	601
Clerk-Steno II	515	536	557	578	601	627	654	681	710
Clerk-Steno III	557	578	601	627	654	681	710	741	773

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	422	438	454	473	494	515	536	557	578
Clerk II	494	515	536	557	578	601	627	654	681
Clerk III	578	601	627	654	681	710	741	773	805
Clerk-Typist I	438	454	473	494	515	536	557	578	601
Clerk-Typist II	494	515	536	557	578	601	627	654	681
Clerk-Typist III	578	601	627	654	681	710	741	773	805
Clerk-Steno I	454	473	494	515	536	557	578	601	627
Clerk-Steno II	536	557	578	601	627	654	681	710	741
Clerk-Steno III	578	601	627	654	681	710	741	773	805

4. Plan D.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	438	454	473	494	515	536	557	578	601
Clerk II	515	536	557	578	601	627	654	681	710
Clerk III	601	627	654	681	710	741	773	805	839
Clerk-Typist I	454	473	494	515	536	557	578	601	627
Clerk-Typist II	515	536	557	578	601	627	654	681	710
Clerk-Typist III	601	627	654	681	710	741	773	805	839
Clerk-Steno I	473	494	515	536	557	578	601	627	654
Clerk-Steno II	557	578	601	627	654	681	710	741	773
Clerk-Steno III	601	627	654	681	710	741	773	805	839

5. Plan E.

a. Class of positions.	1	2	3	4	5	6	7	8
Clerk I	473	494	515	536	557	578	601	627

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Clerk II	557	578	601	627	654	681	710	741
Clerk III	654	681	710	741	773	805	839	876
Clerk-Typist I	494	515	536	557	578	601	627	654
Clerk-Typist II	557	578	601	627	654	681	710	741
Clerk-Typist III	654	681	710	741	773	805	839	876
Clerk-Steno I	515	536	557	578	601	627	654	681
Clerk-Steno II	601	627	654	681	710	741	773	805
Clerk-Steno III	654	681	710	741	773	805	839	876

6. Plan F.

a. Class of positions.

	1	2	3	4	5	6	7	8
Clerk I	515	536	557	578	601	627	654	681
Clerk II	578	601	627	654	681	710	741	773
Clerk III	681	710	741	773	805	839	876	913
Clerk-Typist I	536	557	578	601	627	654	681	710
Clerk-Typist II	578	601	627	654	681	710	741	773
Clerk-Typist III	681	710	741	773	805	839	876	913
Clerk-Steno I	557	578	601	627	654	681	710	741
Clerk-Steno II	627	654	681	710	741	773	805	839
Clerk-Steno III	681	710	741	773	805	839	876	913

'The following schedules apply to employees not covered by a negotiated salary schedule. They are to be used in implementing DES Rules 94., 116, and 117. The new DES 140 and 141 supersede and replace the old DES 140 and 141, respectively.

Des 141 Emergency Services salary schedules.

A. For professional classes.

Standard Table For Computing Less-than-full-time Salary, Bi-weekly, and Four-week Salary Rates

Monthly Salary	Hourly Rate ²	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ³				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁴	Four Weeks
\$ 379	\$ 2.18	\$ 18.95	\$ 18.05	\$ 17.23	\$ 16.48	\$ 17.44	\$ 174.40	\$ 348.80
388	2.23	19.40	18.48	17.64	16.87	17.84	178.40	356.80
396	2.28	19.80	18.86	18.00	17.22	18.24	182.40	364.80
404	2.32	20.20	19.24	18.36	17.57	18.56	185.60	371.20
412	2.37	20.60	19.62	18.73	17.91	18.96	189.60	379.20
423	2.43	21.15	20.14	19.23	18.39	19.44	194.40	388.80
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.40	204.00	408.00
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
465	2.67	23.25	22.14	21.14	20.22	21.36	213.60	427.20
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
486	2.79	24.30	23.14	22.09	21.13	22.32	223.20	446.40
496	2.85	24.80	23.62	22.55	21.57	22.80	228.00	456.00
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
517	2.97	25.85	24.62	23.50	22.48	23.76	237.60	475.20
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
538	3.09	26.90	25.62	24.45	23.39	24.72	247.20	494.40
551	3.17	27.55	26.24	25.05	23.96	25.36	253.60	507.20
564	3.24	28.20	26.86	25.64	24.52	25.92	259.20	518.40
577	3.32	28.85	27.48	26.23	25.09	26.56	265.60	531.20
590	3.39	29.50	28.10	26.82	25.65	27.12	271.20	542.40
604	3.47	30.20	28.76	27.45	26.26	27.76	277.60	555.20

Monthly Salary	Hourly Rate ²	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ³				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁴	Four Weeks
617	3.55	30.85	29.38	28.05	26.82	28.40	284.00	568.00
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
644	3.70	32.20	30.67	29.27	28.00	29.60	296.00	592.00
660	3.79	33.00	31.43	30.00	28.70	30.32	303.20	606.40
675	3.88	33.75	32.14	30.68	29.35	31.04	310.40	620.80
691	3.97	34.55	32.90	31.41	30.04	31.76	317.60	635.20
707	4.06	35.35	33.67	32.14	30.74	32.48	324.80	649.60
723	4.16	36.15	34.43	32.86	31.43	33.28	332.80	665.60
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
771	4.43	38.55	36.71	35.05	33.52	35.44	354.40	708.80
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
807	4.64	40.35	38.43	36.68	35.09	37.12	371.20	742.40
826	4.75	41.30	39.33	37.55	35.91	38.00	380.00	760.00
844	4.85	42.20	40.19	38.36	36.70	38.80	388.00	776.00
863	4.96	43.15	41.10	39.23	37.52	39.68	396.80	793.60
881	5.06	44.05	41.95	40.05	38.30	40.48	404.80	809.60
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
923	5.30	46.15	43.95	41.95	40.13	42.40	424.00	848.00
944	5.43	47.20	44.95	42.91	41.04	43.44	434.40	868.80
965	5.55	48.25	45.95	43.86	41.96	44.40	444.00	888.00
987	5.67	49.35	47.00	44.86	42.91	45.36	453.60	907.20
1008	5.79	50.40	48.00	45.82	43.83	46.32	463.20	926.40
1032	5.93	51.60	49.14	46.91	44.87	47.44	474.40	948.80
1055	6.06	52.75	50.24	47.95	45.87	48.48	484.80	969.60
1079	6.20	53.95	51.38	49.05	46.91	49.60	496.00	992.00
1102	6.33	55.10	52.48	50.09	47.91	50.64	506.40	1012.80
1126	6.47	56.30	53.62	51.18	48.96	51.76	517.60	1035.20
1150	6.61	57.50	54.76	52.27	50.00	52.88	528.80	1057.60
1177	6.76	58.85	56.05	53.50	51.17	54.08	540.80	1081.60
1203	6.91	60.15	57.29	54.68	52.30	55.28	552.80	1105.60
1232	7.08	61.60	58.67	56.00	53.56	56.64	566.40	1132.80
1261	7.25	63.05	60.05	57.32	54.83	58.00	580.00	1160.00
1290	7.41	64.50	61.43	58.64	56.09	59.28	592.80	1185.60
1319	7.58	65.95	62.81	59.95	57.35	60.64	606.40	1212.80
1348	7.75	67.40	64.19	61.27	58.61	62.00	620.00	1240.00
1377	7.91	68.86	65.57	62.59	59.87	63.28	632.80	1265.60
1409	8.10	70.45	67.10	64.05	61.26	64.80	648.00	1296.00
1440	8.28	72.00	68.57	65.45	62.61	66.24	662.40	1324.80
1472	8.46	73.60	70.10	66.91	64.00	67.68	676.80	1353.60
1503	8.64	75.15	71.57	68.32	65.35	69.12	691.20	1382.40
1538	8.84	76.90	73.24	69.91	66.87	70.72	707.20	1414.40

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Monthly Salary	Hourly Rate ²	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ³				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁴	Four Weeks
1572	9.03	78.60	74.86	71.45	68.35	72.24	722.40	1444.80
1609	9.25	80.45	76.62	73.14	69.96	74.00	740.00	1480.00
1646	9.46	82.30	78.38	74.82	71.57	75.68	756.80	1513.60
1683	9.67	84.15	80.14	76.50	73.17	77.36	773.60	1547.20
1720	9.89	86.00	81.90	78.18	74.78	79.12	791.20	1582.40
1760	10.11	88.00	83.81	80.00	76.52	80.88	808.80	1617.60
1799	10.34	89.95	85.67	81.77	78.22	82.72	827.20	1654.40
1839	10.57	91.95	87.57	83.59	79.96	84.56	845.60	1691.20
1878	10.79	93.90	89.43	85.36	81.65	86.32	863.20	1726.40
1923	11.05	96.15	91.57	87.41	83.61	88.40	884.00	1768.00
1968	11.31	98.40	93.71	89.45	85.57	90.48	904.80	1809.60
2013	11.57	100.65	95.86	91.50	87.52	92.56	925.60	1851.20
2057	11.82	102.85	97.95	93.50	89.43	94.56	945.60	1891.20
2105	12.10	105.25	100.24	95.68	91.52	96.80	968.00	1936.00
2152	12.37	107.60	102.48	97.82	93.57	98.96	989.60	1979.20
2200	12.64	110.00	104.76	100.00	95.65	101.12	1011.20	2022.40
2247	12.91	112.35	107.00	102.14	97.70	103.28	1032.80	2065.60
2297	13.20	114.85	109.38	104.41	99.87	105.60	1056.00	2112.00
2347	13.49	117.35	111.76	106.86	102.04	107.92	1079.20	2158.40
2398	13.78	119.90	114.19	109.00	104.26	110.24	1102.40	2204.80
2448	14.07	122.40	116.57	111.27	106.43	112.56	1125.60	2251.20
2503	14.39	125.15	119.19	113.77	108.83	115.12	1151.20	2302.40
2558	14.70	127.90	121.81	116.27	111.22	117.60	1176.00	2352.00
2616	15.03	130.80	124.57	118.91	113.74	120.24	1202.40	2404.80
2674	15.37	133.70	127.33	121.54	116.26	122.96	1229.60	2459.20
2734	15.71	136.70	130.19	124.27	118.87	125.68	1256.80	2513.60
2794	16.06	139.70	133.05	127.00	121.48	128.48	1284.80	2569.60
2857	16.42	142.85	136.05	129.86	124.22	131.36	1313.60	2627.20
2920	16.78	146.00	139.05	132.73	126.96	134.24	1342.40	2684.80
2986	17.16	149.30	142.19	135.73	129.83	137.28	1372.80	2745.60
3051	17.53	152.55	145.29	138.68	132.65	140.24	1402.40	2804.80
3127	17.97	156.35	148.90	142.14	135.96	143.76	1437.60	2875.20
3188	18.32	159.40	151.81	144.91	138.61	146.56	1465.60	2931.20
3260	18.74	163.00	155.24	148.18	141.74	149.92	1499.20	2998.40
3333	19.15	166.65	158.71	151.50	144.91	153.20	1532.00	3064.00
3408	19.59	170.40	162.29	154.91	148.17	156.72	1567.20	3134.40
3485	20.03	174.25	165.95	158.41	151.52	160.24	1602.24	3204.80

B. For Clerical classes.

\$ 381	\$2.19	\$19.05	\$18.14	\$17.32	\$16.56	\$17.52	\$175.20	\$ 350.40
389	2.24	19.45	18.52	17.68	16.91	17.92	179.20	358.40
398	2.29	19.90	18.95	18.09	17.30	18.32	183.20	366.40
406	2.33	20.30	19.33	18.45	17.65	18.64	186.40	372.80
414	2.38	20.70	19.71	18.82	18.00	19.04	190.40	380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20

Monthly Salary	Hourly Rate ²	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ³				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁴	Four Weeks
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.48	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80

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Monthly Salary	Hourly Rate ²	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ³				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁴	Four Weeks
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.36	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40

DEPARTMENT OF PUBLIC WELFARE

PROPOSED RULES GOVERNING MERIT SYSTEM PROCEDURES

Notice of Hearing

Notice is hereby given that a public hearing will be held pursuant to Minn. Stat. § 15.0412, subd. 4 (1974), as amended by Laws of 1975, ch. 380, in the above-entitled matter, in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on Friday, October 22, 1976, commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed amendments to the above-mentioned rules by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Under Minn. Stat. § 10A.01, subd. 11 (1974), any individual representing persons or associations attempting to influence administrative action, such as promulgation of amendments to these rules, must register with the State Ethics Commission as a lobbyist within five (5) days of the commencement of such activity by the individual. (The State Ethics Commission is located at Room 410, State Office Building, St. Paul, Minnesota 55155.)

This hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered.

One proposal involves adjustment of the County Welfare Merit System Compensation Plan for positions in the County Welfare Agencies (DPW 140). As a result

of the salary survey completed July 31, 1976, it is recommended that the salaries for the classes on the Professional Salary Schedules A, B and C be adjusted one step (approximately 4.5%) at minimum and maximum with some exceptions; that the salaries for the classes on the Support Salary Schedules A, B and C be adjusted one step (approximately 4.5%) at minimum and maximum with some exceptions; that the salaries for the classes on the Clerical Salary Schedules A, B, C and D be adjusted one-half step (approximately 2%) at minimum and one and one-half steps (approximately 6%) at maximum; that the salaries for the classes on the Clerical Salary Schedules E and F be adjusted one and one-half steps (approximately 6%) at minimum and maximum and that the salaries for the classes on the Maintenance and Trades Salary Schedules A and B be adjusted one and one-half steps (approximately 6%) at minimum and maximum. The proposed effective date of these adjustments is the effective date of these rules.

Revisions to DPW 141 are proposed to reflect the adjustments proposed in DPW 140 and to show methods of payment on a monthly, hourly or two or four week payroll period to employees. The proposed effective date of this rule is the effective date of these rules.

The Ramsey County District Court order of August 26, 1976, invalidated the 1975 and 1976 amendments to DPW 116 and the 1976 amendments to DPW 117. In order to eliminate confusion on these rules, it is proposed to delete DPW 116 and 117 as they exist after the court order invalidated the amendments and adopt entirely new rules. Some portions of these proposed rules are

identical to the rule in effect in 1974 for DPW 116 and to the rule in effect in 1975 for DPW 117, which in effect are as the rules currently read due to the court order.

Under the proposed DPW 116, salary adjustments to incumbents resulting from the adoption of a new salary schedule January 1 of each year are required only to place these persons at least at minimum salary. The proposal makes the further granting of the general salary adjustments to incumbents discretionary with the welfare boards. The recommended general adjustments to incumbents in 1977, under this rule are one step for employees on the Professional Salary Schedule and the Support Salary Schedule and one and one-half steps for employees on the Clerical Salary Schedule and the Maintenance and Trades Salary Schedule. In addition the proposal contains a provision for the welfare boards in those unique situations where these boards determine the general adjustment adopted is inappropriate for their employees, to give a different adjustment to their employees other than the general adjustment adopted or in the case of agencies where there is an exclusive representative, for the welfare board and the exclusive representative to negotiate salary adjustments. Other parts of this proposed rule cover merit increase and salary decrease provisions.

Under proposed DPW 117, the establishment of the length of pay periods is left to the discretion of the appointing authority, or in the case of agencies where there is an exclusive representative, length of pay periods may be a negotiable item. Also under this provision, employees can be paid either at a monthly rate or an hourly rate at the discretion of the appointing authority or as negotiated. The rule further provides methods for payment on a full-time, part-time or hourly basis and for payment of vacation, sick leave and overtime. Another provision of the rule regulates part payment from another source.

Amendments to DPW 94 are proposed to allow welfare boards and employees with an exclusive representative to negotiate their own salary schedules if they so desire for employees in the bargaining unit.

Amendments to DPW 90 are proposed to establish definitions for "board", "disabled veteran", "emergency employee", "exclusive representative", "facsimile", "general adjustment", "intermittent employee", "merit increase", "original appointment", "overtime", "probationary employee", "provisional employee", "salary adjustment", and "temporary employee". These definitions are needed to add clarity to the existing rules.

Amendments to DPW 104 are proposed to allow those agencies with an exclusive representative to negotiate

their own leave benefits without any restrictions as to minimums or maximums.

Another proposal is to amend DPW 91 to conform to changes in the U.S. Civil Service Commission's interpretation of the federal Hatch Act as of September, 1975. This change allows employees to be candidates in a partisan election for political party office. Candidacy in a partisan election for a public office continues to be prohibited.

Another group of proposals entails revising the class specifications for the following classes: Welfare Director I DPW 125 A); Welfare Director II (DPW 125 B); Welfare Director III (DPW 125 C); Social Welfare Supervisor I (DPW 126 B); Social Welfare Supervisor II (DPW 126 C); Homemaker Coordinator I (DPW 126 T); Social Worker I (DPW 127 C); Social Worker II (DPW 127 D); Home Maker I (DPW 128 E); and Homemaker II (DPW 128 F.). A further proposal is to retitle the existing classes of Case Aide (DPW 128 B) and Senior Case Aide (DPW 128 C) to Financial Worker I and Financial Worker II respectively and to make some revisions in the current job descriptions. In addition, the new social service classes of Case Aide (DPW 128 T) and Senior Case Aide (DPW 128 U) and the new class of Housekeeper (DPW 128 Y) are proposed. The classification specifications listed above are being revised and/or added as a result of job analysis studies that have been completed on these positions.

Testimony or other evidence to be submitted for consideration should be pertinent to the matter at hand and may be presented either orally or in writing at the public hearing or by mailing a statement to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota 55104, prior to or within twenty (20) days following the conclusion of the hearing. For those persons wishing to submit written statements or exhibits, it is requested that they furnish three copies of each item to the Hearing Officer.

A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Safety are attached hereto for your information. Copies of the proposed amendments and the salary survey are now available and may be obtained by writing to:

Merit System Supervisor
Minnesota Merit System
Fourth Floor, Centennial
Office Building
St. Paul, Minnesota 55155

If you are not interested in all the proposed rule changes, it would be appreciated if you would specify the particular rules you desire when you request copies.

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Additional copies of the rules and the salary survey will be available at the door on the date of the hearing.

Vera J. Likins,
Commissioner

Rules as Proposed

DPW 90 Definitions.

A. The following definitions apply throughout these rules, unless the context clearly requires another meaning:

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

2. "Appointing authority" means the county welfare board, **human service board** or officer authorized by statute or lawfully delegated authority, to make appointments to positions under the Merit System.

3. "**Board**" means the county welfare board or the **human service board**.

4. "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.

5. "Commissioner" or "Commissioner of Public Welfare" means the administrative head of the Department of Public Welfare.

6. "Council" means the Merit System Council.

7. "County agency" means the organization created by the county welfare board or the **human service board** to carry out the functions and policies of the board.

8. "County register" means the sub-register established for a county from a state-wide register, either competitive or promotional, 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.

9. "Day" means calendar day except when otherwise specified in the specific rule.

10. "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.

11. "**Disabled veteran**" means a veteran who is rated or certified as disabled, in accordance with the provisions of Minn. State. § 43.30.

12. "Dismissal" means the termination of employment of an employee for cause.

13. "Eligible" means any person whose name is on a register.

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

15. "Employee" means any person in the employ of a county welfare board or **human service board**, exclusive of its members, who is paid a salary or wage.

16. "**Exclusive representative**" means an employee union, association or group which have been certified by the State Bureau of Mediation.

17. "**Facsimile**" means a replica, e.g., facsimile of DPW 141 is a chart showing each of the salary rates adopted by an agency divided into monthly and hourly rates and either daily rates and bi-weekly 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.

18. "**General adjustment**" means the merit system recommended salary adjustment based on the annual salary survey.

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

20. "**Layoff**" means the termination of employment because of shortage of funds or curtailment of service.

21. "**Merit increase**" means a salary increase given to an individual employee based on meritorious job performance.

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

23. "**Minimum qualification**" means the requirements of training and experience necessary to qualify for a given class.

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

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

26. "**Permanent employee**" means any employee who has successfully completed his/her probationary period or who attained permanent status upon the installation of the Merit System.

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

28. "**Probationary employee**" means an employee who is serving a probationary period in a class to which they have been appointed from an eligible list.

29. "Probationary period" means the six-months working trial period during which a new employee is required to demonstrate his fitness for the position to which he is appointed by actual performance of the duties of the position.

30. "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.

31. "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.

32. "Reallocation" means a reassignment, or change in allocation, of a position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level, on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in the position.

33. "Register" means an officially established list of eligibles for a particular class.

34. "Resignation" means the termination of employment made at the request of the employee.

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

36. "State Agency" means the State Department of Public Welfare.

37. "Supervisor" means the Merit System Supervisor.

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

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

40. "Transfer" means [a change] 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.

41. "Veteran" means every person defined as a veteran by Minn. Stat. § 197.46.

42. "Veterans' preference" means preference granted to veterans by Minn. Stat. § 43.30.

DPW 91 Statement of policy and means of effecting policy.

DPW 91 A. through E. are unchanged.

F. Political activity.

1. 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.

2. 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.

3. 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. **Candidacy for political party office is not prohibited.**

4. An employee continues to be covered by the Federal Hatch Act restrictions including all the restrictions listed in DPW 91 1. through 5. 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 DPW 91 F. 5.

5. 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] **elector** received votes at the last preceding presidential election.

6. All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the Merit System.

DPW 94 Compensation plan.

A. Preparation and adoption.

1. The Commissioner shall formally adopt and make effective a comprehensive compensation plan (DPW 140) for all classes of positions **which 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 limited instances where the requirements of DPW 116 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. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the

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recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other county departments, and other relevant factors shall be taken into consideration in arriving at such salary schedules.

2. The proposed compensation plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendation. Upon such review and recommendation and upon formal adoption by the Commissioner, the compensation plan shall be the official salary schedule of the Minnesota Merit System [Program,] effective the date specified.

3. Salary ranges for all classes of positions **on the official salary schedule of the Minnesota Merit System** shall be amended in the same manner as originally adopted.

B. Selection of salary ranges by county welfare boards.

1. The county welfare board shall select a salary plan **for all employees except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative. Such plan shall be selected** from each of the following salary schedules **provided under DPW 140:** Professional - A, B, and C; Support Personnel-A, B, and C; Clerical-A, B, C, D, E, and F; and Maintenance and Trades - A and B.

2. Such rates shall be identified by alphabetical designations, and adjustment of the plan as provided in DPW 94 D. shall not serve to amend the alphabetically designed rates selected as the county plan.

3. The designation of the rates selected from the plan in each case shall be by resolution of the county welfare board. The [Commissioner of Public Welfare] **Supervisor** shall be promptly notified of the rates selected by each board.

4. The alphabetically designated rates selected by the board shall become the official plan for the county until amended by the county welfare board as provided in DPW 94 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of DPW 116 B. 1. and 2. on the basis of the plan adopted by the county welfare board as provided above.

C. Amendment of salary ranges selected by county welfare boards.

1. The county welfare board may amend the official plan for the county by selection of a different salary schedule as provided in DPW 94B.

2. The [Commissioner of Public Welfare] **Supervisor** shall be notified of the official action of the county welfare board to amend the plan for the county at least 30 days in advance of the date of which such amended county plan becomes effective **unless such change results**

from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the [plan] **official salary schedule of the Minnesota Merit System.**

1. The compensation plan provided in DPW 140 shall be adjusted for changes in the level of salary rates in business and government and similar and competing types of employment.

2. The [Merit System] Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding 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 each succeeding year. The Supervisor shall complete this study and report [his] the findings to the Commissioner of Public Welfare on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment (particularly with the teaching profession, for professional rates) of four per cent or more, the Commissioner of Public Welfare shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are of less than four per cent or differ significantly for various types of employment, the Commissioner may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the county agencies and employee organizations shall include the proposed compensation plan, an explanation of the adjustments proposed and a summary of the findings of the survey upon which the proposed adjustment is based.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the Commissioner shall make his decision. An amended compensation plan [may] **shall not** be [permitted by the Commissioner to become] effective [prior to] **until** the next succeeding January 1. [but such plan shall not be mandatory upon the county agencies until the next succeeding January 1.]

6. The county welfare board may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. **Negotiation of a salary schedule.**

1. 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. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the 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 Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted 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.

F. Administration of the plan.

1. [The approved compensation plan shall constitute the official schedule of salaries for all classes of positions in the county welfare merit system program.] **On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules** the entrance salary for any new employee shall be at the minimum salary for the class of positions to which [he] **the employee** is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at

other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the [Personnel Director and the] Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

[2. The Commissioner shall issue salary regulations that shall provide for a system of salary advancement and necessary salary adjustment effecting employees at the time of adoption or amendment of the compensation plan resulting from promotions, demotions, transfers and reinstatements.

3. Salary advancements shall not be automatic but shall be based on quality and length of service.]

DPW 104 Leaves of absence. [Vacation and sick] Leave policies stated in [Rules (c) and (d) following] **this rule** are minimum standards and shall apply to all county welfare personnel except when raised by adoption of an optional vacation and sick leave policy by the county welfare board **or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the board, such negotiated benefits may be applied to all employees of the agency.** Any such amended policy shall be submitted to the [Commissioner of Public Welfare for approval before it becomes effective, and it shall not be retroactive.] **Supervisor.**

'DPW 116 Salary adjustments and increases.

A. Availability of funds.

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the county welfare board shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be made in accordance with Merit System official compensation plan.

1. In agencies where there is not a negotiated salary schedule, 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:

¹Due to a Ramsey County District Court Order of August 26, 1976, DPW 116 has been, in part, invalidated. Pursuant to court order the 1974 rule is effective. Due to potential confusion DPW 116 is hereby deleted in its entirety to be replaced by the following proposed rule.

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a. If the rate of pay of employees is below the minimum of the range prescribed for their class of positions on the Merit System compensation plan selected by the county, the rate shall be adjusted to that minimum.

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in DPW 94 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where county welfare boards determine the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic area, such boards may give a different adjustment, other than the general adjustment adopted; provided, however, such boards file with the Supervisor the new salary steps by class and a facsimile of DPW 141. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the county and shall not be over the maximum salary.

d. Employees may be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted, following the annual salary public hearing and then only in the amount adopted for their class.

e. If the rate of pay of an employee is higher than the maximum of the range prescribed for his/her class of positions, the rate may remain the same as long as the employee retains the same position.

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

2. The general adjustment recommended for incumbents is one-step for employees on the Professional Salary Schedule and the Support Salary Schedule, and one and one-half steps for employees on the Clerical and Maintenance and Trades Salary Schedules.

3. Intra-agency 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 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 employee affected.

C. Adjustments to be made in accordance with negotiated salary schedules.

1. 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 these employees shall follow the wording of the contract or agreement.

D. Merit increases.

1. 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 DPW 116 B. 1. c., shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to DPW 116 B. 1. f. result in employees no longer being on a salary step as published in DPW 140 for their class, any subsequent merit increase shall be to an appropriate step on DPW 140 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that 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.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one 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 of the county welfare board and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary decreases.

1. 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 intention 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 DPW 108 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of E. 1. above.

²DPW 117 Salary computation provisions for full and part-time employment, terminal vacation and sick leave pay, partial pay periods, overtime and part payment from another source.

A. Pay periods.

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-time and part-time employment.

1. All rates prescribed in DPW 140 and 141 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 DPW 116 B. 1. 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 DPW 140 shall use the schedules shown in DPW 141 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in DPW 140 under the provisions of DPW 117 B. 1. above or those agencies operating under the provisions of DPW 116 B. 1. c. shall file within ten days after the signing of the contract such schedules with the Supervisor along with a facsimile of DPW 141 showing method of payment for full-time and part-time employment. Such facsimile shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days in the month and payment by

³Due to a Ramsey County District Court Order of August 26, 1976, DPW 117 has been, in part, invalidated. Pursuant to court order the 1975 rule is effective. Due to potential confusion DPW 117 is hereby deleted in its entirety to be replaced by the following proposed rule.

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payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for less than a full payroll period.

1. 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/days the employee worked in the payroll period. Agencies shall use DPW 141 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of DPW 116 B. 1. c. shall use their facsimile of DPW 141 in computing this salary.

D. Part payment from another source.

1. When part of the compensation of a county welfare 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 county welfare board, 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.

E. Compensation for vacation and/or sick leave upon separation.

1. 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 DPW 104 C., on the basis of the appropriate daily or hourly rate as shown on DPW 141 or the applicable facsimile of DPW 141. This is illustrated by the following examples:

An employee who earns \$844 a month and is paid \$388 on a bi-weekly payroll (\$38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $\$38.80 \times 19$ days (8 regular working days plus 11 days of vacation) = \$737.20.

An employee who earns \$844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $\$38.36$ (for 22 day month) $\times 19$ days (8 regular working days plus 11 days of vacation) = \$727.70.

2. 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.

3. 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 DPW 117 E. 2.

F. Overtime compensation.

1. 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 in: (1) an emergency in which the county welfare board orders such overtime; or (2) when such overtime is otherwise approved in advance by the county welfare board or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the county welfare board and it shall be discretionary with the board 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.

DPW 125 Welfare administrative group.

A. Welfare Director I.

1. Kind of Work: Administers an [public assistance] **income maintenance** and [public welfare] a **social service** program in a small county agency as **designated through a biennial allocation survey**, under the administrative supervision of the county welfare board and the technical supervision of the State Department of Public Welfare; supervises professional, **support** and clerical staff; participates with the community in developing and **administering** social welfare programs; [submits] **is responsible for providing** reports required by county, state, and federal law; and performs related work as required.

2. Examples of work: (Illustrative only) — [The extent to which each of the examples is appropriate to the class and the depth of involvement and skill involved in carrying out the task is commensurate with the size and complexity of social problems in the community served.]

DPW 125 Welfare administrative group.

A. Welfare Director I.

1. Kind of work: Administers an [public assistance] **income maintenance** and [public welfare] a **social service** program in a small county agency as **designated through a biennial allocation survey**, under the administrative supervision of the county welfare board and the technical supervision of the State Department of Public Welfare; supervises professional, **support** and clerical staff; participates with the community in developing and **administering** social welfare programs; [submits] **is responsible for providing** reports required by county, state, and federal law; and performs related work as required.

2. Examples of work: (Illustrative only) — [The extent to which each of the examples is appropriate to the class and the depth of involvement and skill involved in carrying out the task is commensurate with the size and complexity of social problems in the community served.]

Plans and develops programs for the most effective service to **meet client's needs**. Directs the preparation of and **presents** the annual budget request [for presentation] to the county welfare board. Interprets federal, state, and county [administrative] policies and procedures to the staff, board, and community. Furnishes the board with technical leadership. Organizes the material to be presented at the meetings of the county welfare board. [analyzes budget statements, and makes regular and periodic reports.] [Directs the administration of] **Administers** all [social work] **agency** programs. Formulates and [installs] **implements** [social work] policies and standards throughout the agency. Analyzes and evaluates [social work and administrative] **agency** policies and procedures through conferences, staff meetings, and consultations. [Assumes the] **Maintains** appropriate management/[role as it pertains to] **labor relations**. [management negotiations.] Evaluates staff needs, and recommends personnel [adjustments] **changes** to the county welfare board. [and] **Implements** staff-development plans and **employee career-development**. Obtains necessary professional, **support** and clerical personnel in accordance with established [County Welfare] **Minnesota Merit System** rules. Maintains or supervises the maintenance of department personnel records and prepares **necessary** reports. [as occasion demands.] **Recruits personnel and administers tests in accordance with Affirmative Action procedures and Minnesota Merit System rules**. Supervises the preparation of statistical, financial, and activity reports for [interested] county, state, and federal authorities. Confers with the county attorney about legal aspects of county welfare problems. Assumes an active [leadership] **role** in a variety of community enterprises, serves as a community resource, and explains public welfare program to the community. Meets with professional groups, employers, and vendors for discussion of fee schedules, financing, and employment; explains welfare [problems] **programs** to them and enlists their cooperation. **Conducts a public information program**. [Develops a variety of programs and methods by which community leaders may become personally acquainted with the programs, problems, and practices of the county welfare department.] Meets and confers with local advisory committees, [and] client groups, and **community groups**. Serves as liaison officer between the county agency and other service organizations. [Establishes and maintains working relationships with all communications media.] Assumes responsibility for office management and directs the purchasing of all supplies and equipment. Organizes and directs the county Civil Defense welfare services in preparation for and during civil defense exercises and emergencies. Acts as **direct supervisor of agency personnel**.

3. Knowledges and abilities required:

a. Considerable knowledge of [state] laws and regulations relating to [the] welfare programs. [Considerable knowledge of the federal provisions for assistance and services as expressed in the Social Security Act.] Considerable knowledge of the principles of social work. Knowledge of methods, procedures, and principles of public welfare administration. Knowledge of the functions and organization of state, federal, and local agencies in the welfare field. Knowledge of [social] socio-economic conditions in rural areas and [small] urban centers. Knowledge of community and financial resources. Knowledge of local emergency Civil Defense welfare responsibilities and programs as required in the Minnesota Survival Plan. Knowledge of office procedures. [Some knowledge of sources of local revenue.] [Some] Knowledge of [budgeting] fiscal management.

b. Ability to supervise staff in a manner that will stimulate growth and development. Ability to plan and organize work effectively. Ability to establish and maintain good working relationships with fellow workers, citizens, and community officials. Ability to express basic social concepts clearly and concisely. [Ability to work effectively.] Ability to formulate new methods and techniques to meet changing needs.

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college and two years of successful full-time paid experience as a social worker or a supervisor in a recognized private or public welfare agency.

OR

b. One academic year of graduate training in a recognized school of social work may be substituted for one year of the required experience.

B. Welfare Director II.

1. Kind of work: Administers an [public assistance] income maintenance and [public welfare] a social service program in a medium sized county agency as designated through a biennial allocation survey, under the administrative supervision of the county welfare board and the technical supervision of the State Department of Public Welfare; supervises professional, support and clerical staff; participates with the community in developing and administering [social welfare] programs; [submits] is responsible for providing reports required by county, state, and federal laws; and performs related work as required.

2. Examples of work: (Illustrative only)—[The ex-

tent to which each of the examples is appropriate to the class and the depth of involvement and skill involved in carrying out the task is commensurate with the size and complexity of social problems in the community served.]

Plans and develops programs for the most effective service to meet client's needs. Directs the preparation of and presents the annual budget request [for presentation] to the county welfare board. Interprets federal, state, and county [administrative] policies and procedures to the staff, board, and community. Furnishes the board with technical leadership. Organizes the material to be presented at the meetings of the county welfare board. [analyzes budget statements, and makes regular and periodic reports.] [Directs the administration of] Administers all [social work] agency programs. Formulates and [installs] implements [social work] policies and standards throughout the agency. Analyzes and evaluates [social work and administrative] agency policies and procedures through conferences, staff meetings, and consultations. [Assumes the] Maintains appropriate management/[role as it pertains to] labor relations. Evaluates staff needs, and recommends personnel [adjustments] changes to the county welfare board. [and] Implements staff-development plans and employee career-development. Obtains necessary professional, support and clerical personnel in accordance with established [County Welfare] Minnesota Merit System rules. Maintains or supervises the maintenance of department personnel records and prepares necessary reports. [as occasion demands.] Recruits personnel and administers tests in accordance with Affirmative Action procedures and Minnesota Merit System rules. Supervises the preparation of statistical, financial, and activity reports for [interested] county, state, and federal authorities. Confers with the county attorney about legal aspects of county welfare problems. Assumes an active [leadership] role in a variety of community enterprises, serves as a community resource, and explains public welfare program to the community. Meets with professional groups, employers, and vendors for discussion of fee schedules, financing, and employment; explains welfare [problems] programs to them and enlists their cooperation. [Develops a variety of programs and methods by which community leaders may become personally acquainted with the programs, problems, and practices of the county welfare department.] Conducts a public information program. Meets and confers with local advisory committees, [and] client groups, and community groups. Serves as liaison officer between the county agency and other service organizations. [Establishes and maintains working relationships with all communications media.] Assume responsibility for office management and directs the purchasing of all supplies and equipment. Organizes

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and directs the county Civil Defense welfare services in preparation for and during civil defense exercises and emergencies. Acts as supervisor [in some counties.] of **agency personnel. May delegate supervisory responsibilities in some counties.**

3. Knowledges and abilities required:

a. Considerable knowledge of [state] laws and regulations relating to the welfare programs. Considerable knowledge of methods, procedures, and principles of public welfare administration. Considerable knowledge of the functions and organization of state, federal, and local agencies in the welfare field. [Considerable knowledge of the federal provisions for assistance and service as expressed in the Social Security Act.] Considerable knowledge of the principles of social work. Knowledge of [social] socio-economic conditions in rural areas and [small] urban centers. Knowledge of community and financial resources. Knowledge of local emergency Civil Defense welfare responsibilities and programs as required in the Minnesota Survival Plan. Knowledge of office procedures. [Some knowledge of sources of local revenues.] [Some] Knowledge of [budgeting] fiscal management. **Knowledge of supervisory techniques.**

b. **Ability to supervise staff in a manner that will stimulate growth and development.** Ability to plan and organize work effectively. Ability to establish and maintain good working relationships with fellow workers, citizens, and community officials. Ability to express basic social concepts clearly and concisely. [Ability to work effectively.] **Ability to make sound decisions concerning complex administrative functions. Ability to formulate new methods and techniques to meet changing needs.**

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college and two years of successful full-time paid experience as a Social [work] Service Supervisor I, [or as an executive] **Administrative Assistant I, Welfare Director I, or its equivalent** in a recognized public or private welfare agency.

OR

b. Two years of successful full-time paid experience as a social worker in a recognized public or private welfare agency may be substituted for each year of the required supervisory or [executive] **administrative** experience.

OR

c. One academic year of graduate training in a recognized school of social work may be substituted for one year of the required supervisory or [executive] **administrative** experience.

C. Welfare Director III.

1. Kind of work: Administers an [public assistance]

income maintenance and [public welfare] a social service program in a large county agency as **designated through a biennial allocation survey**, under the administrative supervision of the county welfare board and the technical supervision of the State Department of Public Welfare; supervises professional, **support** and clerical staff; participates with the community in developing [social welfare] and **administering** programs; [submits] **is responsible for providing** reports required by county, state, and federal laws; and performs related work as required.

2. Examples of work: (Illustrative only)—[The extent to which each of the examples is appropriate to the class and the depth of involvement and skill involved in carrying out the tasks is commensurate with the size and complexity of social problems in the community served.]

Plans and develops programs for the most effective service to **meet client's needs.** Directs the preparation of and **presents** the annual budget request [for presentation] to the county welfare board. Interprets federal, state, and county administrative policies and procedures to the staff, board, and community. Furnishes the board with technical leadership. Organizes the material to be presented at the meetings of the county welfare board. [analyzes budget statements, and makes regular and periodic reports.] [Directs the administration of] **Administers** all [social work] **agency** programs. Formulates and [installs] **implements** [social work] policies and standards throughout the agency. [Assumes] **Maintains** the appropriate management/[role as it pertains to labor management negotiations] **labor relations.** Analyzes and evaluates [social work and administrative] **agency** policies and procedures through conferences, staff meetings, and consultations. Evaluates staff needs, and recommends personnel [adjustments] **changes** to the county welfare board. [and] **Implements** staff-development plans and **employee career-development.** Obtains necessary professional, **support** and clerical personnel in accordance with established [County Welfare] **Minnesota Merit System** rules. Maintains or supervises the maintenance of department personnel records and prepares **necessary** reports [as occasion demands]. **Recruits personnel and administers tests in accordance with Affirmative Action procedures and Minnesota Merit System rules.** Supervises the preparation of statistical, financial, and activity reports for [interested] county, state, and federal authorities. Confers with the county attorney about legal aspects of county welfare problems. Assumes an active [leadership] **role** in a variety of community enterprises, serves as a community resource, and explains public welfare program to the community. Meets with professional groups, employers, and vendors for discussion of fee schedules, financing, and employment; explains welfare [problems] **programs** to them and enlists their cooperation. [Develops a variety of programs and methods by which community leaders may become personally acquainted with the program,

problems, and practices of the county welfare department.] **Conducts a public information program.** Meets and confers with local advisory committees, [and] client groups, **and community groups.** Serves as liaison officer between the county agency and other service organizations. [Establishes and maintains working relationships with all communications media.] Assumes responsibility for office management and directs the purchasing of all supplies and equipment. Organizes and directs the county Civil Defense welfare services in preparation for and during Civil Defense exercises and emergencies. **Manages the activities of supervisors and agency staff.**

3. Knowledges and abilities required:

a. Considerable knowledge of [state] laws **and regulations** relating to the welfare program. Considerable knowledge of methods, procedures, and principles of public welfare administration. Considerable knowledge of the functions and organization of state, federal, and local agencies in the welfare field. Considerable knowledge of community [resources] **and financial resources.** [Some **Considerable** knowledge of [budgeting] **fiscal management.** [Considerable knowledge of the federal provisions for assistance and services as expressed in the Social Security Act. Considerable] Knowledge of the principles of social work. Knowledge of [social] **socio-economic** conditions in rural areas, **and** [small] urban centers. [and in growing communities.] Knowledge of local emergency Civil Defense welfare responsibilities and programs as required in the Minnesota Survival Plan. [Knowledge of sources of local revenues.] [Some] Knowledge of office procedures.

b. Extensive ability to plan and organize work effectively. **Ability to establish an environment that will stimulate growth and development.** Ability to establish and maintain good working relationships with [fellow] workers, **management staff**, citizens, and community officials. Ability to express basic social concepts clearly and concisely. Ability to [work effectively] **make sound decisions.** **Ability to formulate new methods and techniques to meet changing needs.**

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college and three years of successful full-time paid experience as a Social [work] Service Supervisor I, **Administrative Assistant I, Welfare Director I, or its equivalent,** [or executive] in a recognized public or private welfare agency.

OR

b. Two years of successful full-time paid experience as a social worker in a recognized public or private

welfare agency may be submitted for each year of the required supervisory or [executive] **administrative** experience, up to a total of two years.

OR

c. Each academic year of graduate training in a recognized school of social work may be substituted for one year of the required supervisory or [executive] **administrative** experience, up to a maximum of two years.

DPW 126 Welfare supervisory group.

DPW 126 A. is unchanged.

B. Social [Welfare] Service Supervisor I.

1. Kind of work: **Under the direction of the Welfare Director, Division Director or Social Service Supervisor II,** does [responsible] professional work in the administration **and supervision** of [the public welfare] **a social services** program involving the interpretation **and assessment** of policies and the supervision of [other] social [workers] **service personnel;** assumes responsibility for designated area of the program; and performs related work as assigned.

2. Examples of work: (Illustrative only) **Assigns work to staff.** Holds individual conferences with [workers under supervision] **assigned personnel** and interprets agency policies. Reviews [all] case records [of subordinates] to see that agency policies and regulations are adhered to and that proper social-work practice is being observed. Analyzes case records and makes suggestions for the improvement of methods of handling cases. [Undertakes orientation of new social workers.] **Develops and directs an orientation program for new staff.** [Maintains necessary contacts with other agencies.] **Fosters effective community-agency relations and organizes community projects.** [Attends special clinics] **Participates in community meetings** and is responsible for the utilization of community resources. [Attends court hearings and presents evidence at these hearings.] **Assists in writing and monitoring purchase of service contracts.** Interviews clients when special problems arise, [and advises on such matters as budgets, real estate, and insurance.] **listens to grievances and recommends appropriate action.** Handles emergencies. [Makes special studies and surveys as occasion demands.] **Does program analysis and need assessment.** Directs activities of clerical staff assigned to the division. Carries on program staff development. Evaluates staff performance **and recommends appropriate action.** Assists in selecting adequate personnel for the division. **Provides management information for board and agency administration.** **Assists in planning, developing and/or coordinating agency programs.**

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3. Knowledges and abilities required:

a. [Thorough] **Considerable** knowledge of the principles, techniques, and practices of social work and social-work supervision. [Thorough] **Considerable** knowledge of the federal program for social [welfare] **service** as expressed in the Social Security Act. Thorough knowledge of the state social-welfare program. Considerable knowledge of the functions of other [welfare] **social service and financial** agencies. Considerable knowledge of community resources. Considerable knowledge of social and economic problems. Knowledge of the laws [on which the state program is based] **relevant to social service programs**. [Knowledge of court procedures, including the preparation and presentation of evidence and the method of filing petitions. Knowledge of family economics.] Knowledge of professional literature. [most immediately related to work. Some knowledge of the history of social work.]

b. Ability to supervise and direct work of others. Ability to evaluate performance and stimulate growth. Ability to organize **effectively and** efficiently. [and to care for details in orderly fashion.] Ability to establish and maintain [good] **effective** relationships with staff, clients, and community in general.

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college plus completion of two full academic years of graduate training in a recognized school of social work and one year of full-time paid experience as a social worker.

OR

b. Graduation from an accredited four-year college plus completion of one full academic year of graduate training in a recognized school of social work and two years of full-time paid experience as a social worker.

OR

c. Graduation from an accredited four-year college plus four years of full-time paid experience as a social worker or three years of full-time paid experience as a social worker and satisfactory completion of the Supervisory Development Program. [or the Supervisor Pro Service Program.]

C. Social [Welfare] **Service Supervisor II.**

1. Kind of work: Under the direction of the welfare director, or a division director, administers designated **social service** units within a county welfare organization; establishes procedures for the accomplishment of work and for following the progress of work; and assumes responsibility for the maintenance of standards within the units toward the agency's total objective; **and performs related work as assigned.**

2. Examples of work: (Illustrative only) Directly supervises [intake workers and] Social [Welfare] **Service Supervisor I's and other social service staff as designated.** Analyzes, evaluates, modifies, and coordinates procedures involved in the administration of the units. **Assumes responsibility for writing and monitoring purchase of service contracts. Participates in the development of human services programs in the community.** Interprets and develops policies through conferences, staff meetings, and consultations with the welfare director or division director, as well as representatives of the Department of Public Welfare. Fosters the professional development of the staff through **orientation programs**, in-service training and planned use of supervisory and consultative services. Evaluates staff performance through an established system of service ratings and recommends assignment of personnel and additions to staff. Explains the work of the department to the community. Attends welfare board meetings and makes presentations as assigned. **Plans, develops and/or coordinates agency programs. Assists in the development of the social service budget and the procurement of funding.**

3. Knowledges and abilities required:

a. Thorough knowledge of the principles, techniques, and practices of social work and of the methods and practices of [public welfare] **social services** administration. Thorough knowledge of [federal and state social welfare] laws **relevant to social service programs**, and a broad understanding of the objectives and functions of the state welfare program. [Considerable knowledge of sociology, economics, and social philosophy. Knowledge of court procedures, including the preparation and presentation of evidence] [and the filing of petitions.] Considerable knowledge of professional literature. [Knowledge of the history of social work.]

b. Ability to supervise and direct the work of others in a manner that will stimulate growth and development. Ability to [do original work in the formulation of] **formulate new policies and procedures to meet changing needs.** Ability to assume [heavy] **major** responsibilities [in connection with a complex program and to handle them in a manner calculated to give stability to the program and win the confidence and cooperation of the staff.] **for the development of a social service program. Ability to establish and maintain effective relationships with staff, clients and the community in general.**

4. Minimum qualifications of education and experience:

a. Graduation from an accredited college plus completion of one full academic year of graduate training in a recognized school of social work and four years of full-time paid experience as a social worker, two years of which must have been in a supervisory or administrative capacity.

OR

b. Two additional years of full-time paid experience as a social worker may be substituted for the year of graduate study.

OR

c. An additional academic year of graduate training in a recognized school of social work may be substituted for two years of full-time paid experience as a social worker.

(DPW 126 D. through S. are unchanged.)

T. Homemaker Coordinator I.

1. Kind of work: Under supervision performs supervisory work of some difficulty and complexity; is responsible for [the] **recruiting homemakers, housekeepers, and/or chore service workers, for planning and carrying out preliminary and in-service training sessions for these workers, and for their effective job performance** [of the housekeepers and chore service workers; and] serves as liaison between the administrative and professional staff and the **homemakers, housekeepers, and chore service workers; and performs related work as assigned.**

2. Examples of work: (Illustrative only) **Assists in the determination of need for homemaking services in conjunction with the social worker. Recruits homemakers, housekeepers, and/or chore service workers.** [Evaluates the housekeeper and chore service programs as well as the individual workers.] **Assists in planning a program of orientation and training of homemakers, housekeepers, and chore service workers.** Instructs [housekeepers] **workers** during orientation and provides in-service training. Works with social workers [and chore service personnel] in planning assignment of **homemakers, housekeepers, and chore service personnel.** Shares the continuing supervision of the **homemakers, housekeepers, and chore service workers** with the social worker [responsible for the casework plan.] **Assists in and/or evaluates the county homemaker program as well as the individual workers. Maintains records of progress and termination of cases. Completes forms for purchase of service, maintains a list of billings for services, and checks to see that billings are correct.** Develops and maintains records, forms, and receipts as required by the agency. [Plans and conducts in cooperation with other appropriate personnel and agencies, pre-service and on the job programs.] **Assists often** in preparation of public-information materials. Plans and conducts periodic staff meetings for the **homemakers, housekeepers, and chore service personnel.**

3. Knowledges and abilities required:

a. **Considerable** knowledge of home-management principles and methods. **Considerable knowledge of available community resources.** Knowledge of social service **programs and some knowledge of [welfare] public assistance programs.** Knowledge of agency services. Knowledge of human behavior. Knowledge of the principles of supervision. **Knowledge of training methods and techniques.**

b. Ability to direct, [and] supervise, **and evaluate** the work of others. [Ability to evaluate performance and stimulate growth and development.] Ability to establish and maintain constructive relationships with agency staff and community. **Ability to accept many different lifestyles. Ability to make mature decisions. Ability to be fair and consistent in dealings with clients.** Ability to communicate effectively both orally and in writing.

4. Minimum qualifications of education and experience:

a. Graduation from a standard high school or its equivalent and three years of experience as a Homemaker II or five years experience as a Homemaker I.

OR

b. Completion of two full years of study at an accredited two-year or four-year college, with emphasis on home economics, or a closely related subject.

DPW 127 Welfare social-work group.

DPW 127 A. and B. are unchanged.

C. Social Worker I.

1. Kind of work: Under supervision and within state and locally developed programs and policies, identifies individual, family, and community problems and selectively uses individual or family case work, group methods, or community organizations to work toward rehabilitation, prevention, or control of these problems, **and performs related work as assigned.**

2. Examples of work: (Illustrative only) [Sees] **Interviews** prospective clients at intake. Conducts interviews and makes home visits to explore needs of individuals and families for [aid and or] services **and/or financial assistance.** [Identifies] **With the client assists in defining** emotional, physical, and social problems; **in** [analyzes] **analyzing** their causes; and **in** [develops] **de-**

KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while [[double brackets]] indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.

veloping [treatment] **service plans**. Advises clients of [all] possible resources for meeting their needs and discusses the client's rights and responsibilities in relation to their use of such services **and makes appropriate referrals**. Analyzes [case records] **service plans at regular intervals** in relation to results [obtained and applies proven techniques and solutions to related cases] **achieved and makes appropriate modifications**. [Predicts probable changes in individual and/or family problems. Prepares agency plans of activity in cases. Determines service levels of cases.] Implements [treatment] **service plans**. Maintains [continued,] purposeful contacts with clients **according to the service plan**. [Evaluates changes in cases at regular intervals.] **Maintains case records which meet federal, state and local guidelines. Provides information and referral services to clients on an inter and intra-agency basis. Attends relevant meetings, workshops and training sessions**. [Prepares social histories.] Prepares correspondence, [records, and] reports, **and social histories**. [Explains welfare] **Provides public information on social service programs** to the community and to special groups. Works with community groups **and other service providers. Provides supervisors with input for the design of new programs and services**. [Works with] **Conducts group[s] sessions with [of] clients to help them solve individual problems**. Investigates complaints of neglect or abuse and makes appropriate plan to help protect children **and/or adults**. [Makes] **Conducts** studies of homes to be licensed for [boarding] **foster care or day care of children and/or adults**. Presents necessary information in [juvenile, probate,] **county or district court**. Supervises **placement of children in foster homes** [and explains problems of behavior to] **including services to natural and foster parents**. Makes adoptive-home studies and adoption placements. [Works with] **Provides services to delinquent children**. Plans with the families [for] **to meet the [care] needs of physically and mentally handicapped children and/or adults**. [Works with] **Provides services to unmarried [mother] parents**. [Supervises] **Provides services to wards living within the community**. [Assists persons] **Provides services to individuals and their families [of persons] who [are potential, current, or past users of public] in need of mental-health services**. [Assist] **Counsels families with money-management problems**. [Works with] **Conducts group[s] sessions with [of] clients to help them solve individual problems**.

3. Knowledges, [and] abilities, and skills required:

a. [Considerable] Knowledge of the [social] **behavioral sciences**. Knowledge of social and economic problems. [Knowledge of motivating factors of human behavior.] Some knowledge of the **methods, values, purposes, and principles of social work**. Some knowledge of community resources. Some knowledge of the **philosophy of federal and state welfare [laws] programs**.

b. **Ability to use counseling techniques on an individual, family or group basis. Ability to foster client**

independence. [Ability to consider clients' problems with sympathy and objectivity.] Ability to exercise good judgment [in recommending possible solutions for client's difficulties.] Ability to establish and maintain [good] **effective working relationships with clients, co-workers, public officials, and citizens of the community**. [Ability to organize efficiently and keep records systematically.] **Ability to organize information. Ability to prioritize time and workload responsibilities. Ability to drive an automobile**.

c. **Skills in oral communication. Writing skills. Skills in recording information.**

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college, with a major in social work, sociology, or psychology.

OR

b. An individual with one year or more of full-time paid experience as a social worker in a public or private [welfare] **social service** agency may be admitted to the examination, provided that he/she has a degree from an accredited four-year college.

D. Social Worker II.

1. Kind of work: Under general supervision and within state and locally developed programs and policies, identifies individual, family, and community problems and selectively uses individual or family case work, group methods, or community organization to work toward rehabilitation, prevention, or control of these problems; sometimes supervises other social workers; and performs related work as assigned.

2. Examples of work: (Illustrative only) [Sees] **Interviews** prospective clients at intake. Conducts interviews and makes home visits to explore needs of individuals and families for [aid and or] services **and/or financial assistance**. [Identifies] **With the client assists in defining** emotional, physical, and social problems; in [analyzes] **analyzing** their causes; and in [develops] **developing** [treatment] **service plans**. Advises clients of [all] possible resources for meeting their needs and discusses the client's rights and responsibilities in relation to their use of such services **and makes appropriate referrals**. Analyzes [case records] **service plans at regular intervals** in relation to results [obtained and applies proven techniques and solutions to related cases] **achieved and makes appropriate modifications**. [Predicts probable changes in individual and/or family problems. Prepares agency plans of activity in cases. Determines service levels of cases.] Implements [treatment] **service plans**. Maintains [continued,] purposeful contacts with clients

according to the service plan. [Evaluates changes in cases at regular intervals.] **Maintains case records which meet federal, state and local guidelines. Provides information and referral services to clients on an inter and intra-agency basis. Attends relevant meetings, workshops and training sessions.** [Prepares social histories.] Prepares correspondence, [records, and] reports, **and social histories.** [Explains welfare] **Provides public information on social service programs to the community and to special groups. Works with community groups and other service providers. Provides supervisors with input for the design of new programs and services.** [Works with **Conducts group[s] sessions with [of] clients to help them solve individual problems.** Investigates complaints of neglect or abuse and makes appropriate plans to help protect children **and/or adults.** [Makes] **Conducts** studies of homes to be licensed for [boarding] **foster care or day care of children and/or adults.** Presents necessary information in [juvenile, probate,] **county or district court.** Supervises **placement of children in foster homes** [and explains problems of behavior to] **including services to natural and foster parents.** Makes adoptive-home studies and adoption placements. [Works with] **Provides services to delinquent children.** Plans with the families [for] **to meet the [care] needs of physically and mentally handicapped children and/or adults.** [Works with] **Provides services to unmarried [mothers] parents.** [Supervises] **Provides services to wards living within the community.** [Assists persons] **Provides services to individuals and their families [of persons] who are [potential, current, or past users of public in need of mental-health services.** [Assists] **Counsels families with money-management problems.** [Works with] **Conducts group[s] sessions with [of] clients to help them solve individual problems.**

3. Knowledges, [and] abilities, and skills required:

a. **Considerable knowledge of the behavioral sciences. Considerable knowledge of social and economic problems. Considerable knowledge of the methods, values, purposes and principles [and techniques] of social work.** [Considerable] **Thorough** knowledge of community resources. [Considerable knowledge of motivating factors of human behavior.] Considerable knowledge of federal and state welfare **programs and laws.** Thorough knowledge of agency policies.

b. **Ability to use counseling techniques effectively on an individual, family or group basis.** Ability to conduct interviews in a manner conducive to freeing applicants from constraint and bringing out full information about their circumstances. [Ability to consider client's problems with sympathy and objectivity.] **Ability to use community resources appropriately.** Ability to organize efficiently

and keep records [systematically] **current.** Ability to exercise good judgment [in recommending possible solutions for clients' difficulties] **and to take appropriate action in matters relevant to caseload management.** **Ability to demonstrate leadership responsibilities in coordinating services.** Ability to establish and maintain [good] **effective working relationships with clients, co-workers, public officials, and citizens of the community.** **Ability to work independently but to recognize when supervision is needed.** [Ability to analyze data and draw logical conclusions.] **Ability to drive an automobile.**

c. **Skills in oral communications. Writing skills. Skills in recording information.**

4. Minimum qualifications of education and experience:

a. Graduation from an accredited four-year college plus one academic year of graduate study in a recognized school of social work and one year of experience as a social worker in a public welfare agency.

OR

b. Graduation from an accredited four-year college plus two years of experience as a social worker in a public welfare agency.

OR

c. [At least ten years of continuous employment as of September 1, 1969, in a Minnesota county welfare department as a Social Worker I, Case Worker I, or Child Welfare Worker.]

Graduation from an accredited four-year college plus one year of experience as a social worker in a public welfare agency and two years of experience in a private social service agency.

DPW 128 Auxiliary-services group.

DPW 128 A. is unchanged.

B. [Case Aide] Financial Worker I

1. Kind of work: Under supervision, performs a variety of assigned tasks related to **the determination of eligibility for income maintenance programs and grant determination [and/or rendering of appropriate social services]; may assist resources examiners in carrying out routine assignments associated with support collections work;** and performs related work as assigned.

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2. Examples of work: (Illustrative only) Determines [budgetary need and ascertains] eligibility [from application/redetermination form] of clients for **income maintenance programs, including food stamps, according to federal, state and county standards.** [Takes applications and determines eligibility for food stamp program.] **Interviews clients to obtain necessary factual information, and verifies information received from clients. Interviews clients receiving financial assistance and/or food stamps to determine their continued eligibility. Explains application procedures to individuals or groups and assists individuals in completing the application forms for income maintenance programs, including food stamps. Maintains complete and accurate records on client eligibility.** Maintains records for food-stamp program and compiles necessary reports. **Assists resources examiners in maintaining case files, keeping records of support payments, compiling necessary statistical information, and completing reports.** [Sells food stamps.] Explains [welfare] **social service, income maintenance,** and other community programs and services to individuals or groups. Explains [client rights to individuals or groups and acts in clients' behalf.] **and interprets policy and rules for clients and other individuals.** [Makes contacts with individuals to encourage participation in the services offered.] **Informs clients of the right and method of appeal and other legal rights. Responds to complaints of clients. May make initial response to community complaints about clients, agency, and program.** [Explains welfare application procedures to individuals or groups. Assists individuals in completing] [the application forms. Consults clients to obtain necessary factual information.] Assesses clients' problems and, when appropriate, makes referrals to social services or appropriate community resources. Makes contacts with community resources as assigned. [Assists social workers in working with client groups. Visits nursing home patients and supplies them with needed information and assistance.] Makes home visits to gather information when clients are unable to come into the office. [or to check on service needs as assigned.] [Prepares client requests for] **May prepare presentations to the board.** [Assists clients in finding housing or furnishings. Recruits foster homes. Makes appropriate entries in case records.] **Presents pertinent information at agency conferences or appeals. Composes correspondence and constructs reports as needed.**

3. Knowledges and abilities required:

a. **Knowledge of interviewing techniques. Knowledge of basic mathematics.** [Knowledge of agency programs, operations, policies, and procedures.] Knowledge of human behavior. Knowledge of **available** community resources. [Knowledge of office procedures and practices.]

b. **Ability to perform under federal, state and county requirements, regulations, and policies relating to income maintenance programs.** Ability to establish and

maintain good working relationships with clients, public, and co-workers. **Ability to accept and profit by supervision.** Ability to organize [work efficiently] **and coordinate job activities.** **Ability to accurately and rapidly process detailed information.** Ability to maintain accurate and systematic records. [Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups. **Ability to make decisions. Ability to remain objective.** Ability to express ideas clearly **and ability to comprehend and follow written and verbal instructions.** **Ability to communicate in a verbal and written manner.** [Ability to follow instructions.]

4. [Desirable] **Minimum** qualifications of experience and education:

a. High school diploma and three years of successful clerical experience [in a public welfare agency or three years of successful experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.] **and/or experience working with the public, or the equivalent.**

OR

b. **High school diploma, or the equivalent, and two years of successful clerical experience in a public welfare agency.**

OR

c. **Two years of successful experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.**

OR

d. **Two years of study at an accredited two-or four-year college or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects.**

C. [Senior Case Aide] **Financial Worker II.**

1. Kind of work: Under general supervision, performs a variety of tasks related to **the determination of eligibility for income maintenance programs, including food stamps,** and grant determination [and/or rendering of social services; assumes responsibility for specific aspects of both financial assistance and social service caseloads]; **may assist the resources examiners in carrying out routine assignments associated with support collections work;** and performs related work as assigned.

2. Examples of work: (Illustrative only) Determines [budget need and ascertains] eligibility of clients [from application/redetermination form] for **income maintenance programs, including food stamps, according to**

federal, state, and county standards. [Takes applications and determines eligibility for food stamp program. **Interviews clients to obtain necessary factual information, and verifies information received from clients. Interviews clients receiving financial assistance and/or food stamps to determine their continued eligibility. Explains application procedures to individuals or groups and assists individuals in completing the application forms for income maintenance programs, including food stamps. Maintains complete and accurate records on clients' eligibility.** Maintains records for food stamp program and compiles necessary reports. **Assists resources examiners in maintaining case files, keeping records of support payments, compiling necessary statistical information, and completing reports.** [Sells food stamps.] Explains [welfare] **social service, income maintenance,** and other community programs to individuals or groups. [Answers questions and enters into discussions.] Explains [client rights to individuals or groups and acts in clients' behalf] **and interprets policy and rules for clients and other individuals.** [Makes contacts with individuals to encourage participation in the services offered.] **Informs clients of the right and method of appeal and other legal rights. Responds to complaints of clients. May make initial response to community complaints about clients, agency, and programs.** [Explains welfare application procedures to individuals or groups.] [Assists individuals in completing the application forms. Consults clients to obtain necessary factual information.] Assesses clients' problems and, when appropriate, makes referrals to social services or appropriate community resources. Makes contacts with community resources as assigned. [Assists social workers in working with client groups.] Visits nursing home patients, supplies them with needed information and assistance. [ascertains whether they are being treated properly, and makes reports on the level of care. Makes home visits and makes reports on the conditions of the home and the problems observed. Prepares client requests for] **May prepare presentations to the board.** [Assists in institutional commitment and discharge planning. Assists in making appropriate arrangements for housing. Recruits foster homes and work with foster parents as assigned. Counsels individuals and families on food and money management. Does minor employment counseling.] **Presents pertinent information at agency conferences or appeals. Provides input into the development and evaluation processes of agency policies, programs, and procedures. Composes correspondence and constructs reports as needed.**

3. Knowledges and abilities required:

a. **Considerable knowledge of interviewing techniques.** Considerable knowledge of agency programs,

operations, policies, and procedures. Considerable knowledge of **available** community resources. Knowledge of human behavior. Knowledge of office procedures and practices. [Some knowledge of social and economic conditions.]

b. Ability to establish and maintain good working relationships with clients, public, and co-workers. **Ability to accept and profit by supervision. Ability to organize [work efficiently] and coordinate job activities. Ability to make decisions.** Ability to [be] **remain objective.** [Ability to establish and implement goals.] **Ability to accurately and rapidly process detailed information.** Ability to establish and maintain accurate and systematic records. [Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups.] Ability to express ideas clearly **and ability to comprehend and follow written and verbal instructions. Ability to communicate in a verbal and written manner.** [Ability to follow instructions.]

4. Minimum qualifications of experience and education:

a. Three years of successful experience as a [Case Aide] **Financial Worker I, or in a class equivalent to Financial Worker I** in a public welfare agency.

OR

b. **Two years of successful experience as a Financial Worker I, or in a class equivalent to a Financial Worker I in a public welfare agency, and completion of two years of study at an accredited two- or four-year college, or similar institution, with emphasis [on social science] in the behavioral sciences business, or closely related subjects.**

OR

c. **One year of successful experience as a Financial Worker I, or in a class equivalent to a Financial Worker I in a public welfare agency, and completion of a bachelor's degree from an accredited four-year college or similar institution with a major in the behavioral sciences, business, or closely related subjects.**

DPW 128 D. is unchanged.

E. Homemaker I.

1. Kind of work: Under [the direction of the county

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welfare director or social welfare supervisor] **supervision**, assists in care and management of children in their own home; instructs families in their homes in household skills and management; **often** performs household duties necessary to carry out the foregoing functions **or finds other qualified individuals to perform such household duties**; frequently carries on duties in families in which the mothers **and/or fathers** are absent or are physically or mentally unable to perform these functions and in households of aged, **or disabled**, or other persons who are in need of and can benefit by such services; works closely with the social worker in determining capabilities of each family or individual in these areas; and performs related work as assigned.

2. Examples of work: (Illustrative only) **May teach client to manage[s] and care[s] for children, while assisting in that care** [Supervises children. Assists in and instructs in planning, preparation, and serving of meals.] Assists in budgeting and expense planning. Teaches elements of nutrition **to families and individuals**, and assists in and instructs in planning, preparation, and serving of meals. **Instructs families and individuals in the elements of personal hygiene. Instructs families and individuals in basic housekeeping skills.** [Teaches child care.] Assists clients in [purchases] **purchasing** groceries and household supplies. **May shop for clients unable to perform this function.** [Launders and irons.] Assists clients in finding housing, furniture, or household appliances. **May transport clients or find agency-approved transportation for clients. May assist social workers in finding housekeepers or volunteers to perform household duties in the home of a client.**

3. Knowledges and abilities required:

a. Considerable knowledge of child-care methods. Considerable knowledge of housekeeping skills. Considerable knowledge of the **principles of home management. Considerable knowledge of elements of nutrition and meal planning, Knowledge of elements of personal hygiene. Knowledge of first-aid skills and home safety.** Knowledge of budgeting.

b. Ability to understand and work with children in their own homes. Ability to teach **individuals**. [and to motivate people.] Ability to [adapt to a variety of home and personal situations] **accept and adapt to varying life styles, and home environments.** Ability to establish good working relationships with [children and adults] supervisors and co-workers. **Ability to accept and profit by supervision. Ability to establish effective working relationships with clients.** Ability to retain confidentiality of home conditions and situations. Ability to exercise tact and good judgment in working with children and adults. **Ability to take command of emergencies and to make decisions. Ability to communicate effectively orally.** Ability to organize work effectively and efficiently.

4. Minimum qualifications of education and experience:

a. [Graduation from a standard high school] **High school diploma, or the equivalent** and five years of successful homemaking experience in own home or in a homemaking situation.

[AND]

[Satisfactory physical condition as evidenced by a physical examination immediately prior to employment.]

OR

b. College training that includes courses in home economics, **or related subjects**, may be substituted for the homemaking experience on a year-for-year basis up to a maximum of two years.

OR

c. Additional homemaking experience may be substituted for the high school training on the basis of two years of experience for each year of high school.

d. **NOTE: The following may be required by some county welfare agencies:**

(1) Satisfactory physical condition as evidenced by a physical examination immediately prior to employment;

AND/OR

(2) **Ability to drive an automobile.**

F. Homemaker II.

1. Kind of work: Under supervision, instructs [women] **clients** individually or in groups about the application of housekeeping and home-management skills in their homes; demonstrates effective homemaking and child-care techniques; works closely with the social worker in assessing client's capacity for satisfactory homemaking performance; may recommend the placement and [supervise] **monitor** the work of a Homemaker I, **Housekeeper, or chore service worker** in a home; **acts as liaison between the worker and the professional and administrative staff**; and performs related work as assigned.

2. Examples of work: (Illustrative only) Teaches principles and methods of child care **to individuals and groups.** Teaches effective management of household resources **and basic homemaking principles and skills to individuals and groups.** [Serves as protective payee in cases of severe budget management problems.] Teaches **individual clients as well as groups of clients about menu planning, food purchasing, and food preparation.**

Teaches clothing care and laundry methods to **individuals and groups**. Teaches and demonstrates methods to establish an adequate level of physical care of members of the family. [Teaches homemaking principles and skills to groups.] Acquaints clients with [related] **available** resources. Recommends the assignment of a **Homemaker I, Housekeeper, or chore service worker** in the home and may, **in conjunction with the social worker**, [supervise] **monitor** the work assigned. Maintains records of progress and termination of cases. **May complete forms for purchase of service and may maintain a list of billings for services. May maintain some records, forms, and receipts as required by the agency.** Participates in case conferences with supervisor and social worker. **May transport[s] clients [as necessary] or find agency-approved transportation for clients.** [Appears as a witness when necessary in child neglect proceedings.]

3. Knowledges and abilities required:

a. Considerable knowledge of child-care methods. Considerable knowledge of housekeeping skills. Considerable knowledge of **the principles** of home management. Considerable knowledge of teaching methods and techniques. [Knowledge of human behavior.] **Considerable** knowledge of elements of nutrition and meal planning. **Considerable knowledge of elements of personal hygiene. Knowledge of human behavior.** Knowledge of the principles of family budgeting. Knowledge of **available** community resources.

b. Ability to teach and to motivate people to learn and [to] apply their new knowledge. Ability to [adapt to a variety of home and personal situations] **accept and adapt to varying life styles, and home environments.** Ability to **monitor** the work of others. Ability to establish and maintain good working relationships with [children and adults] **supervisors and co-workers.** Ability to **accept and profit by supervision. Ability to establish effective working relationships with clients.** Ability to retain confidentiality of home conditions and situations. [Ability to understand and accept behavior problems with clients.] Ability to [realistically] evaluate **in conjunction with the social worker**, the homemaking strengths and weaknesses of clients. [Ability to deal with and obtain the cooperation of clients under stress.] Ability to work with and lead groups. **Ability to organize work effectively and efficiently. Ability to communicate effectively orally.**

4. Minimum qualifications of education and experience:

a. [Graduation from a standard high school] **High school diploma, or the equivalent, and ten years of**

successful homemaking experience, [including] **involving child [rearing] care, in own home or in a homemaking situation.**

[AND]

[Satisfactory physical condition as evidenced by a physical examination immediately prior to employment.]

OR

b. College training that includes courses in home economics or [child development] **related courses**, may be substituted for homemaking experience on a year-for-year basis to a maximum of two years of the required experience.

OR

c. When taking a promotional examination, a candidate may substitute one year of successful experience in the agency in the class of Homemaker I for two years of the homemaking experience in own home, to a maximum of two years of such employment.

d. **The following may be required by some county welfare agencies:**

(1) **Satisfactory physical condition as evidenced by a physical examination immediately prior to employment;**

AND/OR

(2) **Ability to drive an automobile.**

DPW 128 G. through S. are unchanged.

T. Case Aide.

1. **Kind of work: Under supervision, performs a variety of assigned tasks related to the rendering of appropriate paraprofessional social services; and performs related work as assigned. The work is performed under the direction of a social worker, Social Service Supervisor, or a Welfare Director.**

2. **Examples of work: (Illustrative only) Determines eligibility of clients for social services and maintains complete and accurate records on clients eligibility. Reviews case records for completion of required agency forms. Explains social service, income maintenance, and other community programs and services to individuals or groups. Explains application procedures to individuals or groups and assists individuals in completing social service application forms. Interviews clients to obtain and verify necessary factual information. Assists social**

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worker in making appropriate referrals to the financial unit and/or other community resources. Makes contact with community resources as assigned. Informs client of the right to appeal and of other rights. Performs clerical functions as assigned. Performs statistical operations relevant to social service program procedures. Assists the social service workers in processing purchase of service contracts. Composes correspondence and constructs reports as needed. Assists social workers in working with client groups, day care, foster care, and volunteers.

3. Knowledges and abilities required:

a. Knowledge of human behavior. Knowledge of basic mathematics.

b. Ability to relate to people in an appropriate manner. Ability to seek out available resources. Ability to perform under federal, state, and county requirements, regulations, and policies relating to social service programs. Ability to organize and coordinate job activities. Ability to accurately and rapidly process detailed information. Ability to maintain accurate and systematic records. Ability to make decisions. Ability to remain objective. Ability to establish and maintain good working relationships with clients, public, and co-workers. Ability to accept and profit by supervision. Ability to express ideas clearly and ability to comprehend and follow written and verbal instructions. Ability to communicate in a verbal and written manner.

4. Minimum qualifications of experience and education:

a. High school diploma and three years of successful clerical experience and/or experience working with the public, or the equivalent.

OR

b. High school diploma or the equivalent, and two years of successful clerical experience in a public welfare agency.

OR

c. Two years of successful experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.

OR

d. Two years of study at an accredited two- or four-year college or similar institution, with emphasis in the behavioral sciences.

U. Senior Case Aide.

1. Kind of work: Under general supervision, performs a variety of tasks related to the rendering of appropriate paraprofessional social services; and performs related work as assigned. The work is performed under the direction of a social worker, Social Service Supervisor, or a Welfare Director.

2. Examples of work: (Illustrative only) Determines eligibility of clients for social services and maintains complete and accurate records on client eligibility. Reviews case records for completion of required agency forms. Explains social service, income maintenance, and other community programs and services to individuals or groups. Explains application procedures to individuals or groups and assists individuals in completing social service application forms. Interviews clients to obtain and verify necessary factual information. Assists social worker in making appropriate referrals to the financial unit and/or other community resources. Makes contact with community resources as assigned. Informs client of the right to appeal and of other rights. Responds to initial complaints of clients. Performs clerical functions as assigned. Performs statistical operations relevant to social service program procedures. Assists the social service workers in processing purchase of service contracts. Composes correspondence and constructs reports as needed. Assists social workers in working with client groups, day care, foster care, and volunteers.

3. Knowledges and abilities required:

a. Considerable knowledge of interviewing techniques and skills at conducting interviews. Considerable knowledge of available resources. Considerable knowledge of federal, state, and county requirements, regulations, and policies relating to social service programs. Knowledge of human behavior. Knowledge of basic mathematics.

b. Ability to relate to people in an appropriate manner. Ability to organize and coordinate job activities. Ability to accurately and rapidly process detailed information. Ability to maintain accurate and systematic records. Ability to make decisions. Ability to remain objective. Ability to establish and maintain good working relationships with clients, public, and co-workers. Ability to accept and profit by supervision. Ability to evaluate agency policies, programs, and procedures. Ability to express ideas clearly and ability to comprehend and follow written and verbal instructions. Ability to communicate effectively in a verbal and written manner.

4. Minimum qualifications of education and experience:

a. Three years of successful experience as a Case Aide, or in a class equivalent to Case Aide in a public welfare agency.

OR

b. Two years of successful experience as a Case Aide, or in a class equivalent to a Case Aide in a public welfare agency, and completion of two years of study at an accredited two- or four-year college or similar institution, with emphasis in the behavioral sciences.

OR

c. One year of successful experience as a Case Aide, or in a class equivalent to a Case Aide in a public welfare agency, and completion of a bachelor's degree from an accredited four-year college or similar institution with a major in the behavioral sciences.

V. Housekeeper.

1. Kind of work: Under direction of a social worker, homemaker, and/or homemaker coordinator, performs household duties for families in which the mothers and/or fathers are absent or are physically or mentally unable to perform these functions, and in households of aged, or disabled, or other persons who are in need of and can benefit by such services; and performs related work as assigned.

2. Examples of work: (Illustrative only) Purchases groceries and household supplies. Launders, irons, and mends clothing. Prepares meals for families and individuals. Cleans homes. Assists in or provides personal care for children, elderly, or disabled. May transport clients.

3. Knowledges and abilities required:

a. Knowledge of child-care methods. Knowledge

of first-aid skills and home safety. Knowledge of elements of good nutrition and meal planning. Knowledge of elements of personal hygiene.

b. Ability to perform basic household tasks. Ability to accept and adapt to varying life styles, and home environments. Ability to retain confidentiality of home conditions and situations. Ability to organize work effectively and efficiently. Ability to accept and profit by supervision.

4. Minimum qualifications of education and experience:

a. Three years of successful homemaking experience in own home, or in a homemaking situation.

b. NOTE: The following may be required by some county welfare agencies:

(1) Satisfactory physical condition as evidenced by a physical examination immediately prior to employment;

AND/OR

(2) Ability to operate an automobile.

³Official Salary Schedules – Minnesota Merit System

DPW 140 Compensation Plan.

A. Professional.

1. Plan A.⁴

a. Class of positions.	Monthly Salaries									
	1	2	3	4	5	6	7	8	9	10
Accountant I	1008	1055	1102	1150	1203	1261	1319	1377		
Accountant II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Adm. Asst. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Adm. Asst. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Adm. Services Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Asst. Welfare Director	1760	1839	1923	2013	2105	2200	2297	2398	2503	
Assoc. M.-&P. Analyst	902	944	987	1032						
Auditor	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Collection Services Supr. II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Community-Rela. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Computer Programmer	902	944	987	1032	1079	1126	1177	1232		
Dir. of Bus. Mgmt.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Day-Care-Center Supr.	1126	1177	1232	1290	1348	1409	1472	1538	1609	

³The following schedules apply to employees not covered by a negotiated salary schedule. They are to be used in implementing DPW 94, 116, and 117. The new DPW 140 and 141 supersede and replace the old DPW 140 and 141, respectively.

⁴The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while [[double brackets]] indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.

Accountant II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Adm. Asst. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Adm. Asst. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Adm. Services Director	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Asst. Welfare Director	1839	1923	2013	2105	2200	2297	2398	2503	2616	
Assoc. M.-&P. Analyst	944	987	1032	1079						
Auditor	1177	1232	1290	1348	1409	1472	1538	1609	1683	1760
Collection Services Supr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Community-Rela. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Computer Programmer	944	987	1032	1079	1126	1177	1232	1290		
Dir. of Business Mgmt.	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Day-Care-Center Supvr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Director of Finan. Assist.	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Director of Planning	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Dir. of Pub.-Hlth. Nurse I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Dir. of Soc. Serv.	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Dir. of Support Services	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Education Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Emp. Guid. Couns. I	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. II	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. III	987	1032	1079	1126	1177	1232	1290	1348	1409	
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Coordinator II	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Marriage Counselor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Med.-Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Med.-Serv. Adm.	1609	1683	1760	1839	1923	2013	2105	2200	2297	2398
Meth.-&-Proc. Analyst	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Meth.-&-Proc. Supvr.	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Nursing Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Occupa. Supvr.-Inst. I	863	902	944	987	1032	1079	1126	1177	1232	1290
Occupa. Supvr.-Inst. II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Office Manager	902	944	987	1032	1079	1126	1177	1232	1290	
Personnel Officer I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Personnel Officer II	1261	1319	1377	1440	1503	1572	1646	1720	1799	
Programmer Analyst	1079	1126	1177	1232	1290	1348	1409	1472		
Psychologist I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Psychologist II	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Public Health Nurse	944	987	1032	1079	1126	1177	1232			
Pub.-Hlth. Nurse (Team Leader)	987	1032	1079	1126	1177	1232	1290			
Registered Nurse										
A.A. degree or 3 yr. Dip.	863	902	944	987	1032	1079	1126			
B.S. degree	902	944	987	1032	1079	1126				
Senior Public-Health Nurse	1032	1079	1126	1177	1232	1290	1348			
Social Worker I	902	944	987	1032						
Social Worker II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker III	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Social Worker Trainee	789									
Soc.-Serv. Supvr. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Serv. Supvr. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Soc.-Serv. Supvr. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Soc.-Serv. Supvr. Trainee	1102	1150	1203	1261	1319	1377				

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Staff-Trng. Supvr. I	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Staff-Trng. Supvr. II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. College \$2.60/hour; 3 yrs. college \$2.85/hour.									
Systems Prog. Analyst	1232	1290	1348	1409	1472	1538	1609	1683		
Trainee	Rate proposed by appointing authority and approved by the Merit System									
	Supervisor and the Commissioner of Public Welfare.									
Vol. Serv. Coord. I	902	944	987	1032	1079	1126	1177	1232	1290	
Vol. Serv. Coord. II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Welfare Director I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Welfare Director II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Welfare Director III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Welfare Director IV	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Welfare Director V	2297	2398	2503	2616	2734	2857	2986	3127	3268	
Work-Exp. & Trng. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	

3. Plan C.⁴

a. Class of positions.

	1	2	3	4	5	6	7	8	9	10
Accountant I	1008	1055	1102	1150	1203	1261	1319	1377		
Accountant II	1177	1232	1290	1348	1409	1472	1538	1604	1683	
Adm. Asst. I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Adm. Asst. III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Adm. Services Director	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Asst. Welfare Director	1923	2013	2105	2200	2297	2398	2503	2616	2734	
Assoc. M.-&P. Analyst	987	1032	1079	1126						
Auditor	1232	1290	1348	1409	1472	1538	1609	1683	1760	1839
Collection Serv. Supvr. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Community-Rela. Spec.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Computer Programmer	987	1032	1079	1126	1177	1232	1290	1348		
Dir. of Business Mgmt.	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Day-Care-Center Supr.	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Director of Finan. Assist.	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Director of Planning	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Dir. of Pub.-Hlth. Nurse I	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Dir. of Soc. Services	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Dir. of Support Services	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Education Supervisor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Emp. Guid. Couns. I	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. II	987	1032	1079	1126	1177	1232	1290	1348	1409	
Emp. Guid. Couns. III	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Home Care Coordinator	1079	1126	1177	1232	1290	1348	1409	1472		
Home Maker Coordinator II	1079	1126	1177	1232	1290	1348	1409	1472		
Home Maker Supervisor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Marriage Counselor	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Med.-Care Advisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Med.-Serv. Adm.	1683	1760	1839	1923	2013	2105	2200	2297	2398	2503
Meth.-&-Proc. Analyst	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Meth.-&-Proc. Supvr.	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Nursing Care Advisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Occupa. Supvr.-Inst. I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Occupa. Supvr.-Inst. II	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Office Manager	944	987	1032	1079	1126	1177	1232	1290	1348	
Personnel Officer I	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Personnel Officer II	1319	1377	1440	1503	1572	1646	1720	1799	1878	
Programmer Analyst	1126	1177	1232	1290	1348	1409	1472	1538		
Psychologist I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Psychologist II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Public Health Nurse	1008	1055	1102	1150	1203	1261	1319			
Pub.-Hlth. Nurse (Team Leader)	1055	1102	1150	1203	1261	1319	1377			

Registered Nurse

A.A. degree or 3 yr. Dip.	923	965	1008	1055	1102	1150	1203			
B.S. degree	965	1008	1055	1102	1150	1203				
Senior Public-Health Nurse	1102	1150	1203	1261	1319	1377	1440			
Social Worker I	944	987	1032	1079						
Social Worker II	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Social Worker III	1126	1177	1232	1290	1348	1490	1472	1538	1609	1683
Social Worker Trainee	789									
Soc.-Serv. Supvr. I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Soc.-Serv. Supvr. II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Soc.-Serv. Supvr. III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Soc.-Serv. Supvr. Trainee	1150	1203	1261	1319	1377	1440				
Staff-Trng. Supvr. I	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Staff-Trng. Supvr. II	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college \$2.60/hour; 3 yrs. college \$2.85/hour.									
Systems Prog.-Analyst Trainee	1290	1348	1409	1472	1538	1609	1683	1760		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol. Serv. Coord. I	944	987	1032	1079	1126	1177	1232	1290	1348	
Vol. Serv. Coord. II	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Welfare Director I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Welfare Director II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Welfare Director III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Welfare Director IV	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Welfare Director V	2297	2398	2503	2616	2734	2857	2986	3127	3268	
Work Exp. & Trng. Spec.	1177	1232	1290	1348	1409	1472	1538	1609	1683	

B. Support Personnel.

1. Plan A.

a. Class of Positions.	1	2	3	4	5	6	7	8	9	
Accounting Officer I	755	789	826	863	902	944	987	1032	1079	
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177	
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348	
Case Aide	631	660	691	723	755	789				
Collection Services Supvr. I	1008	1055	1102	1150	1203	1261	1319	1377		
Comm.-Service Aide	396	412	433	454	475	496	517			
Coord. of Aging	644	675	707	739	771	807	844	881		
Counselor on Alcoholism	826	863	902	944	987	1032				
Financial-Asst. Specialist	807	844	881	923	965	1008	1055	1102		
Financial-Asst. Supvr. I	881	923	965	1008	1055	1102	1150	1203	1261	
Financial-Asst. Supvr. II	1008	1055	1102	1150	1203	1261	1319	1377		
Financial Worker I	631	660	691	723	755	789				
Financial Worker II	707	739	771	807	844	881	923	965	1008	
Group Home Parents	538	564	590	617	644	675	707	739		
Home Health Aide	496	517	538	564	590	617	644			
Home Health Aide Coord.	707	739	771	807	844	881	923			
Home Maker Coordinator I	707	739	771	807	844	881	923			
Housekeeper	Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than \$2.10/hour.									
Home Maker I	496	517	538	564	590	617	644			
Home Maker II	538	564	590	617	644	675	707	739		

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Licensed Practical Nurse	644	675	707	739	771				
Resources Examiner I	789	826	863	902	944	987	1032	1079	1126
Resources Examiner II	1008	1055	1102	1150	1203	1261	1319		
Resources Examiner III	1102	1150	1203	1261	1319	1377	1440		
Senior Case Aide	707	739	771	807	844	881	923	965	1008

2. Plan B.4

a. Class of Positions.	1	2	3	4	5	6	7	8	9
Accounting Officer I	755	789	826	863	902	944	987	1032	1079
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348
Case Aide	660	691	723	755	789	826			
Collection Services Supvr. I	1055	1102	1150	1203	1261	1319	1377	1440	
Com.-Service Aide	412	433	454	475	496	517	538		
Coord. of Aging	675	707	739	771	807	844	881	923	
Counselor on Alcoholism	863	902	944	987	1032	1079			
Financial-Asst. Specialist	844	881	923	965	1008	1055	1102	1150	
Financial-Asst. Supvr. I	923	965	1008	1055	1102	1150	1203	1261	1319
Financial-Asst. Supvr. II	1055	1102	1150	1203	1261	1319	1377	1440	
Financial Worker I	660	691	723	755	789	826			
Financial Worker II	739	771	807	844	881	923	965	1008	1055
Group Home Parents	564	590	617	644	675	707	739	771	
Home Health Aide	517	538	564	590	617	644	675		
Home Health Aide Coord.	739	771	807	844	881	923	965		
Home Maker Coordinator I	739	771	807	844	881	923	965		
Housekeeper									

Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than \$2.10/hour.

Home Maker I	517	538	564	590	617	644	675		
Home Maker II	564	590	617	644	675	707	739	771	
Licensed Practical Nurse	675	707	739	771	807				
Resources Examiner I	826	863	902	944	987	1032	1079	1126	1177
Resources Examiner II	1055	1102	1150	1203	1261	1319	1377		
Resources Examiner III	1150	1203	1261	1319	1377	1440	1503		
Senior Case Aide	739	771	807	844	881	923	965	1008	1055

3. Plan C.4

a. Class of Positions.	1	2	3	4	5	6	7	8	9
Accounting Officer I	755	789	826	863	902	944	987	1032	1079
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348
Case Aide	691	723	755	789	826	863			
Collections Services Supvr. I	1102	1150	1203	1261	1319	1377	1440	1503	
Comm.-Services Aide	433	454	475	496	517	538	564		
Coord. of Aging	707	739	771	807	844	881	923	965	
Counselor on Alcoholism	902	944	987	1032	1079	1126			
Financial-Asst. Specialist	881	923	965	1008	1055	1102	1150	1203	
Financial-Asst. Supvr. I	965	1008	1055	1102	1150	1203	1261	1319	1377
Financial-Asst. Supvr. II	1102	1150	1203	1261	1319	1377	1440	1503	
Financial Worker I	691	723	755	789	826	863			
Financial Worker II	771	807	844	881	923	965	1008	1055	1102
Group Home Parents	590	617	644	675	707	739	771	807	
Home Health Aide	538	564	590	617	644	675	707		
Home Health Aide Coord.	771	807	844	881	923	965	1008		
Home Maker Coordinator I	771	807	844	881	923	965	1008		
Housekeeper									

Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than \$2.10/hour.

Home Maker I	538	564	590	617	644	675	707		
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Home Maker II	590	617	644	675	707	739	771	807	
Licensed Practical Nurse	707	739	771	807	844				
Resources Examiner I	863	902	944	987	1032	1079	1126	1177	1232
Resources Examiner II	1102	1150	1203	1261	1319	1377	1440		
Resources Examiner III	1203	1261	1319	1377	1440	1503	1572		
Senior Case Aide	771	807	844	881	923	965	1008	1055	1102

C. Clerical.

1. Plan A.⁴

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkbp.-Mach. Operator	454	473	494	515	536	557	578	601	627
Clerical Supervisor	601	627	654	681	710	741	773	805	839
Clerk I	389	406	422	438	454	473	494	515	536
Clerk II	454	473	494	515	536	557	578	601	627
Clerk III	536	557	578	601	627	654	681	710	741
Clerk-Typist I (1)	406	422	438	454	473	494	515	536	557
Clerk-Typist II	454	473	494	515	536	557	578	601	627
Clerk-Typist III	536	557	578	601	627	654	681	710	741
Clerk-Specialist	627	654	681	710	741	773	805	839	876
Clerk-Steno I	422	438	454	473	494	515	536	557	578
Clerk-Steno II	494	515	536	557	578	601	627	654	681
Clerk-Steno III	536	557	578	601	627	654	681	710	741
Key-Punch Operator	438	454	473	494	515	536	557	578	601
Swbd. Operator I	422	438	454	473	494	515	536	557	578
Swbd. Operator II	454	473	494	515	536	557	578	601	627

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

2. Plan B.⁴

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkbp.-Mach. Operator	473	494	515	536	557	578	601	627	654
Clerical Supervisor	627	654	681	710	741	773	805	839	876
Clerk I	406	422	438	454	473	494	515	536	557
Clerk II	473	494	515	536	557	578	601	627	654
Clerk III	557	578	601	627	654	681	710	741	773
Clerk-Typist I (1)	422	438	454	473	494	515	536	557	578
Clerk-Typist II	473	494	515	536	557	578	601	627	654
Clerk-Typist III	557	578	601	627	654	681	710	741	773
Clerk-Specialist	654	681	710	741	773	805	839	876	913
Clerk-Steno I	438	454	473	494	515	536	557	578	601
Clerk-Steno II	515	536	557	578	601	627	654	681	710
Clerk-Steno III	557	578	601	627	654	681	710	741	773
Key-Punch Operator	454	473	494	515	536	557	578	601	627
Swbd. Operator I	438	454	473	494	515	536	557	578	601
Swbd. Operator II	473	494	515	536	557	578	601	627	654

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

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3. Plan C.⁴

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkbp.-Mach. Operator	494	515	536	557	578	601	627	654	681
Clerical Supervisor	654	681	710	741	773	805	839	876	913
Clerk I	422	438	454	473	494	515	536	557	578
Clerk II	494	515	536	557	578	601	627	654	681
Clerk III	578	601	627	654	681	710	741	773	805
Clerk-Typist I (1)	438	454	473	494	515	536	557	578	601
Clerk-Typist II	494	515	536	557	578	601	627	654	681
Clerk-Typist III	578	601	627	654	681	710	741	773	805
Clerk-Specialist	681	710	741	773	805	839	876	913	952
Clerk-Steno I	454	473	494	515	536	557	578	601	627
Clerk-Steno II	536	557	578	601	627	654	681	710	741
Clerk-Steno III	578	601	627	654	681	710	741	773	805
Key-Punch Operator	473	494	515	536	557	578	601	627	654
Swbd. Operator I	454	473	494	515	536	557	578	601	627
Swbd. Operator II	494	515	536	557	578	601	627	654	681

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

4. Plan D.⁴

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkbp.-Mach. Operator	515	536	557	578	601	627	654	681	710
Clerical Supervisor	681	710	741	773	805	839	876	913	952
Clerk I	438	454	473	494	515	536	557	578	601
Clerk II	515	536	557	578	601	627	654	681	710
Clerk III	601	627	654	681	710	741	773	805	839
Clerk-Typist I (1)	454	473	494	515	536	557	578	601	627
Clerk-Typist II	515	536	557	578	601	627	654	681	710
Clerk-Typist III	601	627	654	681	710	741	773	805	839
Clerk-Specialist	710	741	773	805	839	876	913	952	994
Clerk-Steno I	473	494	515	536	557	578	601	627	654
Clerk-Steno II	557	578	601	627	654	681	710	741	773
Clerk-Steno III	601	627	654	681	710	741	773	805	839
Key-Punch Operator	494	515	536	557	578	601	627	654	681
Swbd. Operator I	473	494	515	536	557	578	601	627	654
Swbd. Operator II	515	536	557	578	601	627	654	681	710

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

5. Plan E.⁴

a. Class of positions.	1	2	3	4	5	6	7	8
Bkbp.-Mach. Operator	557	578	601	627	654	681	710	741
Clerical Supervisor	741	773	805	839	876	913	952	994
Clerk I	473	494	515	536	557	578	601	627
Clerk II	557	578	601	627	654	681	710	741
Clerk III	654	681	710	741	773	805	839	876
Clerk-Typist I (1)	494	515	536	557	578	601	627	654
Clerk-Typist II	557	578	601	627	654	681	710	741
Clerk-Typist III	654	681	710	741	773	805	839	876
Clerk-Specialist	773	805	839	876	913	952	994	1037
Clerk-Steno I	515	536	557	578	601	627	654	681
Clerk-Steno II	601	627	654	681	710	741	773	805
Clerk-Steno III	654	681	710	741	773	805	839	876
Key-Punch Operator	536	557	578	601	627	654	681	710
Swbd. Operator I	515	536	557	578	601	627	654	681
Swbd. Operator II	557	578	601	627	654	681	710	741

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

6. Plan F.4

a. Class of positions.	1	2	3	4	5	6	7	8
Bkbp.-Mach. Operator	578	601	627	654	681	710	741	773
Clerical Supervisor	773	805	839	876	913	952	994	1037
Clerk I	515	536	557	578	601	627	654	681
Clerk II	578	601	627	654	681	710	741	773
Clerk III	681	710	741	773	805	839	876	913
Clerk-Typist I (1)	536	557	578	601	627	654	681	710
Clerk-Typist II	578	601	627	654	681	710	741	773
Clerk-Typist III	681	710	741	773	805	839	876	913
Clerk Specialist	805	839	876	913	952	994	1037	1082
Clerk-Steno I	557	578	601	627	654	681	710	741
Clerk-Steno II	627	654	681	710	741	773	805	839
Clerk-Steno III	681	710	741	773	805	839	876	913
Key-Punch Operator	578	601	627	654	681	710	741	773
Swbd. Operator I	536	557	578	601	627	654	681	710
Swbd. Operator II	578	601	627	654	681	710	741	773

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

D. Maintenance & Trades.

1. Plan A.4

a. Class of positions.	1	2	3	4	5	6	7
Auto Driver	515	536	557	578	601	627	654
Janitor (1)	557	578	601	627	654	681	710
Laborer	\$3.20/hour						
Maintenance Worker	578	601	627	654	681	710	741

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

2. Plan B.4

a. Class of positions.	1	2	3	4	5	6	7
Auto Driver	654	681	710	741	773	805	839
Janitor (1)	654	681	710	741	773	805	839
Laborer	\$3.91/hour						
Maintenance Worker	710	741	773	805	839	876	913

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

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DPW 141 Public Welfare salary schedules.

A. For professional and support classes.

Standard Table For Computing Less-than-full-time Salary, Bi-weekly, and Four-week Salary Rates

Monthly Salary	Hourly Rate ⁵	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁶				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁷	Four Weeks
\$ 379	\$ 2.18	\$ 18.95	\$ 18.05	\$ 17.23	\$ 16.48	\$ 17.44	\$ 174.40	\$ 348.80
388	2.23	19.40	18.48	17.64	16.87	17.84	178.40	356.80
396	2.28	19.80	18.86	18.00	17.22	18.24	182.40	364.80
404	2.32	20.20	19.24	18.36	17.57	18.56	185.60	371.20
412	2.37	20.60	19.62	18.73	17.91	18.96	189.60	379.20
423	2.43	21.15	20.14	19.23	18.39	19.44	194.40	388.80
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.40	204.00	408.00
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
465	2.67	23.25	22.14	21.14	20.22	21.36	213.60	427.20
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
486	2.79	24.30	23.14	22.09	21.13	22.32	223.20	446.40
409	2.85	24.80	23.62	22.55	21.57	22.80	228.00	456.00
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
517	2.97	25.85	24.62	23.50	22.48	23.76	237.60	475.20
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
538	3.09	26.90	25.62	24.45	23.39	24.72	247.20	494.40
551	3.17	27.55	26.24	25.05	23.96	25.36	253.60	507.20
564	3.24	28.20	26.86	25.64	24.52	25.92	259.20	518.40
577	3.32	28.85	27.48	26.23	25.09	26.56	265.60	531.20
590	3.39	29.50	28.10	26.82	25.65	27.12	271.20	542.40
604	3.47	30.20	28.76	27.45	26.26	27.76	277.60	555.20
617	3.55	30.85	29.38	28.05	26.82	28.40	284.00	568.00
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
644	3.70	32.20	30.67	29.27	28.00	29.60	296.00	592.00
660	3.79	33.00	31.43	30.00	28.70	30.32	303.20	606.40
675	3.88	33.75	32.14	30.68	29.35	31.04	310.40	620.80
691	3.97	34.55	32.90	31.41	30.04	31.76	317.60	635.20
707	4.06	35.35	33.67	32.14	30.74	32.48	324.80	649.60
723	4.16	36.15	34.43	32.86	31.43	33.28	332.80	665.60
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
771	4.43	38.55	36.71	35.05	33.52	35.44	354.40	708.80
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
807	4.64	40.35	38.43	36.68	35.09	37.12	371.20	742.40
826	4.75	41.30	39.33	37.55	35.91	38.00	380.00	760.00
844	4.85	42.20	40.19	38.36	36.70	38.80	388.00	776.00
863	4.96	43.15	41.10	39.23	37.52	39.68	396.80	793.60
881	5.06	44.05	41.95	40.05	38.30	40.48	404.80	809.60
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
923	5.30	46.15	43.95	41.95	40.13	42.40	424.00	848.00
944	5.43	47.20	44.95	42.91	41.04	43.44	434.40	868.80
965	5.55	48.25	45.95	43.86	41.96	44.40	444.00	888.00
987	5.67	49.35	47.00	44.86	42.91	45.36	453.60	907.20
1008	5.79	50.40	48.00	45.82	43.83	46.32	463.20	926.40
1032	5.93	51.60	49.14	46.91	44.87	47.44	474.40	948.80
1055	6.06	52.75	50.24	47.95	45.87	48.48	484.80	969.60
1079	6.20	53.95	51.38	49.05	46.91	49.60	496.00	992.00

Salary Per Working Day for Month with the
Following Number of Working Days Plus
Holidays. (For Agencies That Pay by the
Month or Twice a Month.)⁶

For Agencies Operating on a
Two or Four-Week Payroll Period.

Monthly Salary	Hourly Rate ⁵	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁶				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁷	Four Weeks
1102	6.33	55.10	52.48	50.09	47.91	50.64	506.40	1012.80
1126	6.47	56.30	53.62	51.18	48.96	51.76	517.60	1035.20
1150	6.61	57.50	54.76	52.27	50.00	52.88	528.80	1057.60
1177	6.76	58.85	56.05	53.50	51.17	54.08	540.80	1081.60
1203	6.91	60.15	57.29	54.68	52.30	55.28	552.80	1105.60
1232	7.08	61.60	58.67	56.00	53.56	56.64	566.40	1132.80
1261	7.25	63.05	60.05	57.32	54.83	58.00	580.00	1160.00
1290	7.41	64.50	61.43	58.64	56.09	59.28	592.80	1185.60
1319	7.58	65.95	62.81	59.95	57.35	60.64	606.40	1212.80
1348	7.75	67.40	64.19	61.27	58.61	62.00	620.00	1240.00
1377	7.91	68.86	65.57	62.59	59.87	63.28	632.80	1265.60
1409	8.10	70.45	67.10	64.05	61.26	64.80	648.00	1296.00
1440	8.28	72.00	68.57	65.45	62.61	66.24	662.40	1324.80
1472	8.46	73.60	70.10	66.91	64.00	67.68	676.80	1353.60
1503	8.64	75.15	71.57	68.32	65.35	69.12	691.20	1382.40
1538	8.84	76.90	73.24	69.91	66.87	70.72	707.20	1414.40
1572	9.03	78.60	74.86	71.45	68.35	72.24	722.40	1444.80
1609	9.25	80.45	76.62	73.14	69.96	74.00	740.00	1480.00
1646	9.46	82.30	78.38	74.82	71.57	75.68	756.80	1513.60
1683	9.67	84.15	80.14	76.50	73.17	77.36	773.60	1547.20
1720	9.89	86.00	81.90	78.18	74.78	79.12	791.20	1582.40
1760	10.11	88.00	83.81	80.00	76.52	80.88	808.80	1617.60
1799	10.34	89.95	85.67	81.77	78.22	82.72	827.20	1654.40
1839	10.57	91.95	87.57	83.59	79.96	84.56	845.60	1691.20
1878	10.79	93.90	89.43	85.36	81.65	86.32	863.20	1726.40
1923	11.05	96.15	91.57	87.41	83.61	88.40	884.00	1768.00
1968	11.31	98.40	93.71	89.45	85.57	90.48	904.80	1809.60
2013	11.57	100.65	95.86	91.50	87.52	92.56	925.60	1851.20
2057	11.82	102.85	97.95	93.50	89.43	94.56	945.60	1891.20
2105	12.10	105.25	100.24	95.68	91.52	96.80	968.00	1936.00
2152	12.37	107.60	102.48	97.82	93.57	98.96	989.60	1979.20
2200	12.64	110.00	104.76	100.00	95.65	101.12	1011.20	2022.40
2247	12.91	112.35	107.00	102.14	97.70	103.28	1032.80	2065.60
2297	13.20	114.85	109.38	104.41	99.87	105.60	1056.00	2112.00
2347	13.49	117.35	111.76	106.68	102.04	107.92	1079.20	2158.40
2398	13.78	119.90	114.19	109.00	104.26	110.24	1102.40	2204.80
2448	14.07	122.40	116.57	111.27	106.43	112.56	1125.60	2251.20
2503	14.39	125.15	119.19	113.77	108.83	115.12	1151.20	2302.40
2558	14.70	127.90	121.81	116.27	111.22	117.60	1176.00	2352.00
2616	15.03	130.80	124.57	118.91	113.74	120.24	1202.40	2404.80
2674	15.37	133.70	127.33	121.54	116.26	122.96	1229.60	2459.20
2734	15.71	136.70	130.19	124.27	118.87	125.68	1256.80	2513.60

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Monthly Salary	Hourly Rate ⁵	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁶				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁷	Four Weeks
2794	16.06	139.70	133.05	127.00	121.48	128.48	1284.80	2569.60
2857	16.42	142.85	136.05	129.86	124.22	131.36	1313.60	2627.20
2920	16.78	146.00	139.05	132.73	126.96	134.24	1342.40	2684.80
2986	17.16	149.30	142.19	135.73	129.83	137.28	1372.80	2745.60
3051	17.53	152.55	145.29	138.68	132.65	140.24	1402.40	2804.80
3127	17.97	156.35	148.90	142.14	135.96	143.76	1437.60	2875.20
3188	18.32	159.40	151.81	144.91	138.61	146.56	1465.60	2931.20
3260	18.74	163.00	155.24	148.18	141.74	149.92	1499.20	2998.40
3333	19.15	166.65	158.71	151.50	144.91	153.20	1532.00	3064.00
3408	19.59	170.40	162.29	154.91	148.17	156.72	1567.20	3134.40
3485	20.03	174.25	165.95	158.41	151.52	160.24	1602.24	3204.80

⁵Hourly rates are based on 2088 hours in a year.

⁶To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in

order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

⁷To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."

B. For clerical and maintenance and trades.

Standard Table For Computing Less-than-full-time Salary, Bi-weekly, and Four-week Salary Rates

Monthly Salary	Hourly Rate ⁵	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁶				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁷	Four Weeks
\$ 381	\$2.19	\$19.05	\$18.14	\$17.32	\$16.56	\$17.52	\$175.20	\$ 350.40
389	2.24	19.45	18.52	17.68	16.91	17.92	179.20	358.40
398	2.29	19.90	18.95	18.09	17.30	18.32	183.20	366.40
406	2.33	20.30	19.33	18.45	17.65	18.64	186.40	372.80
414	2.38	20.70	19.71	18.82	18.00	19.04	190.40	380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.28	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60

Monthly Salary	Hourly Rate ⁵	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.) ⁶				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate ⁷	Four Weeks
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.35	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40

KEY: New rules and both proposed and adopted additions to existing rules are printed in **boldface**. Proposed and adopted deletions from existing rules are printed in [single brackets]. Underlining indicates additions from proposed to adopted rules, while [[double brackets]] indicate deletions from proposed to adopted rules. Existing rules are printed in standard type face.

Official Notices

DEPARTMENT OF AGRICULTURE

Rules Governing the Dairy Industry Unfair Trade Practices

Notice of Intent to Solicit Outside Opinion

Notice is hereby given that the Minnesota Department of Agriculture has begun consideration of proposed rules governing Dairy Industry Unfair Trade Practices. In order to adequately determine the nature and utility of such rules, the Department of Agriculture hereby requests information and comments from all interested individuals or groups concerning the subject matter of the proposed rules.

All interested or affected persons or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements of information and comment may be addressed to:

Mr. Robert Thimmesh
Minnesota Department of Agriculture
560 State Office Building
Saint Paul, Minnesota 55155

Oral statements of information and comment will be received at the following locations and times:

LOCATION	DATE AND TIME	
Alexandria	Sept. 21, 12 o'clock noon to Sept. 23, 12 o'clock noon.	Holiday Inn 612-763-6577
Rochester	Sept. 27, 12 o'clock noon to Sept. 29, 12 o'clock noon.	Howard Johnson 507-288-9090
Duluth	October 4, 12 o'clock noon to October 6, 12 o'clock noon.	Radisson Duluth Hotel 218-727-8981
Brainerd	October 6, 3 o'clock p.m. to October 8, 3 o'clock p.m.	Holiday Inn 218-829-1441
Mankato	October 13, 12 o'clock noon to October 15, 12 o'clock noon.	Holiday Inn
Saint Paul	During regular business hours over the phone at (612) 296-2841, and in person at the above Saint Paul address until November 12, 1976.	

All statements of information and comment must be received by November 12, 1976. Any written material received by the Department shall become part of the hearing record.

The proposed rules, if adopted would amend the existing rules and establish new rules governing the sale at wholesale of selected dairy products by manufacturers, wholesalers and distributors.

Mr. Robert Thimmesh, Director
Dairy Practices Division

DEPARTMENT OF COMMERCE

Proposed Rules Governing Contracts for Deed

Notice of Intent to Solicit Outside Opinion

Notice is hereby given that the Securities Division has begun consideration of proposed rules governing the business of selling vendor's interests in contracts for deed. In order to adequately determine the nature and utility of such rules, the Securities Division hereby requests information and comments from all interested individuals or groups concerning the subject matter of the proposed rules.

All interested or affected persons/or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements of information and comment may be addressed to:

Department of Commerce
Securities Division, Contracts for Deed
500 Metro Square Building
St. Paul, Minnesota 55101

The proposed rules, if adopted, would under Minn. Stat. § 80A.05, 06 require persons engaged in the business of selling vendor's interests in contracts for deed to be licensed as securities broker/dealers or agents and to adopt special rules for such securities broker/dealers or agents. These rules may include provisions relating to net capital requirements, examinations, bonding, advertising and maintenance of books and records as well as such other requirements as are necessary to protect investors.

Thomas E. Collins
Securities Division

ENERGY AGENCY

Certificates of Need for Electric Generating Facilities

Notice of Intent to Solicit Outside Opinion

Notice is hereby given that the Minnesota Energy Agency (hereinafter the "Agency") is seeking information or opinions from sources outside the Agency in preparing to amend rules governing contents of applications for certificates of need and criteria for assessment of need for large electric generating facilities and large high voltage transmission lines. The amendments would reflect a year's experience of operation under the current rules, which were made effective on September 30, 1975.

The Agency requests information and comments concerning the subject matter of these rules. Interested or affected persons or groups may submit statements or information and comment orally or in writing. Written statements may be addressed to:

David L. Jacobson
Chief Energy Facility Analyst
Minnesota Energy Agency
740 American Center Building
150 East Kellogg Boulevard
St. Paul, Mn. 55101

Oral statements will be received during regular business hours over the telephone at (612) 296-7502, and in person at the above address.

All statements of information and comment must be received by October 5, 1976. Any written material received by the Agency shall become part of the hearing record in the event that amendments to the rules are promulgated.

Richard A. Wallen, Director,
Certificate of Need Program

ENERGY AGENCY

Contested Case Hearing

Application by Northern States Power Company for a Certificate of Need for a 1600 Megawatt Electric Generating Facility

It is hereby ordered, and notice is hereby given, that a contested case hearing concerning the above-entitled matter will commence at 10:00 a.m. on November 15, 1976, in the Commissioners Meeting Room on the A Level in the Hennepin County Government Center, 300 South Sixth Street, Minneapolis, Minnesota.

The hearing will be held before William E. Seltzer, Hearing Examiner, Room 300, 1745 University Avenue, Saint Paul, Minnesota, 55104, telephone (612) 296-8105, an independent hearing examiner appointed by the Chief Hearing Examiner of the State of Minnesota. All parties have the right to be represented by legal counsel or any other representative of their choice throughout the contested case proceeding. The hearing will be conducted pursuant to the contested case procedures set out in Minn. Stat. §§ 15.0411 through 15.052 and procedural rules HE 201-222 and EA 500-520. Where the procedural rules conflict, the Hearing Examiner's rules, HE 201-222, supersede the Agency's rules, EA 500-520. Questions concerning the issues raised in this Order or concerning informal disposition or discovery may be directed to Special Assistant Attorney General Dwight S. Wagenius, 740 American Center Building, 150 East Kellogg Boulevard, Saint Paul, Minnesota, 55101, telephone (612) 296-8278.

The purpose of the hearing is to determine whether Northern States Power Company ("NSP") has justified

its need for the proposed facility in its application filed pursuant to Minn. Stat. § 116H.13 (1974) and EA 601-638. The hearing will address, among other things, the accuracy of NSP's forecast of the future demand for electricity in its system, the effects of conservation programs on future demand, alternative ways of meeting the projected demand, and the appropriateness of the size, type and timing of the proposed facility. It must be determined whether denial of the application would result in an unacceptable level of reliability of electric service to NSP's ultimate consumers, or whether the socially beneficial uses of the output of the proposed facility, such as protecting or enhancing environmental quality, justify the asserted need for the facility.

Any person wishing to become a party to the proceeding must file a Notice of Intervention or a Petition for Leave to Intervene with the Hearing Examiner pursuant to EA 506 and HE 210(a). The Notice or Petition must be received by the Hearing Examiner on or before October 21, 1976, and a copy must be served on the Energy Agency and on NSP.

Any person who wishes to give testimony, present other evidence or exhibits, or note his appearance at the hearing may do so, pursuant to HE 210(e), without having attained party status by intervention. Registration forms for such appearances will be available at the hearing.

All persons are advised that no factual information or evidence, except tax returns and tax reports, which is not part of the hearing record shall be considered by the Hearing Examiner or by the Director in the determination of the above-entitled matter. Persons attending the hearing should bring all evidence bearing on the case including any records or other documents.

The procedural rules cited above are available for review at the Office of Hearing Examiners (HE 201-222) and at the offices of the Energy Agency (EA 500-520). NSP's application for a certificate of need and the substantive rules applicable to this matter, EA 601-638, are also available for review at the offices of the Energy Agency. All rules may be purchased from the Documents Section, Department of Administration, 140 Centennial Building, Saint Paul, Minnesota, 55155, telephone (612) 296-2874. The cited procedural rules provide generally for the procedural rights and obligations of the parties including the right to advance notice of witnesses and evidence, the right to present evidence and cross examine witnesses, the right to purchase a record or transcript, the right to object to petitions for intervention, the obligation to meet certain time limits, the obligation to file proposed findings and conclusions, and the right to file comments on and exceptions to the findings and recommendation of the hearing examiner.

Parties are entitled to issuance of subpoenas to compel witnesses to attend and produce documents and other evidence. Requests for subpoenas must be made of the Hearing Examiner in writing.

If persons have good reason for requesting a delay in the hearing, the request must be made in writing to the Hearing Examiner at least 5 days prior to the hearing. A copy of the request must be served on the Agency and any other parties.

John P. Millhone, Director

ENVIRONMENTAL QUALITY COUNCIL

Proposed Rules Governing the Environmental Coordination Procedures Act

Notice of Intent to Solicit Outside Opinion

Notice is hereby given that the Environmental Quality Council has begun consideration of proposed rules governing the procedure for an optional master application process which involves coordination of administrative decision making and review of projects that would require more than one state permit pertaining to the use of natural resources. In addition the proposed rules would govern the establishment of a permit information center in the Council's office in St. Paul and the administration of grants for the establishment of regional permit information centers.

In order to adequately determine the nature and utility of such rules, the Environmental Quality Council hereby requests information and comments from all interested individuals or groups concerning the subject matter of the proposed rules.

All interested or affected persons/or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements of information and comment may be addressed to:

Environmental Quality Council
Room 100 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Oral statements of information and comment will be received during regular business hours over the telephone at (612) 296-2319 and in person at the above address.

All statements of information and comment must be received within 34 days of the above date which is on or before October 11, 1976.

The proposed rules, if adopted:

would establish an environmental permits Coordination Unit within the Environmental Quality Council to administer the master application procedure established by the Environmental Coordination Procedures Act.

would establish the master application procedure which would identify and coordinate administrative

review of permits pertaining to the use of natural resources that are needed on the proposed project.

would set certain time limits and other responsibilities on state agencies for the identification of permits needed and for the processing of the permit applications.

would provide for a joint hearing, if a hearing was needed, at which all agencies involved in that master application would participate.

would provide for the submittal of written statements by the public to be considered by the agencies in their permit review process if no joint hearing is held.

would provide for a certification of the proposed project by local units of government, that the proposed project is in compliance with all zoning ordinances, subdivision regulations and environmental regulations administered by that local governmental unit.

would require a certification from the Environmental Quality Council that either an Environmental Impact Statement concerning the project has been completed or is not required on the project.

would provide, upon the applicant's and the state agency's concurrence, for inclusion of other permits in the master application procedure.

would establish a permit information center in the Environmental Quality Council's office in St. Paul which would maintain an information and referral system to assist the public in understanding and complying with the requirements of state and local governmental regulations concerning the use of natural resources and protection of the environment.

would establish a procedure for awarding grants for the establishment of regional permit information centers.

Peter Vanderpoel, Chairman
Environmental Quality Council

STATE BOARD OF NURSING

Proposed Rules Governing Curricula of Nursing Assistant Training Programs

Notice of Intent to Solicit Outside Information

Notice is hereby given that the Minnesota Board of Nursing is considering proposed rules governing the curricula of nursing assistant training programs for employees of nursing homes pursuant to Laws of 1976, ch. 310. Any interested person may submit data or views on this subject orally or in writing to:

Joyce M. Schowalter
Room 350, Minnesota
Dept. of Health Bldg.
717 Delaware Street S.E.
Minneapolis, MN 55414
Telephone: (612) 296-5493

The proposed rules, if adopted, would establish rules setting criteria and procedures for approving curricula and establishing categories of nursing assistants who are exempt from the educational requirements of the act.

Joyce M. Schowalter, Executive Secretary

DEPARTMENT OF PUBLIC WELFARE

Cancellation of Public Hearing

Department of Public Welfare announces that the public hearing on Department Public Welfare Rule 60, Red Lake Indian Payments, scheduled for October 24, 1976, has been cancelled. The Notice of Hearing for Rule 60 was published in the **State Register**, Volume 1, Number 7.

The Department of Public Welfare public hearing on Rule 195, Senior Companion Program, also scheduled for October 24, 1976, will be heard as scheduled.

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Attn: Edward Burdick, Chief Clerk
Room 211 Capitol
St. Paul, Minnesota 55155