

## CHAPTER 645—H. F. No. 2172

[Not Coded]

*An act authorizing the county board of Olmsted county to annually appropriate money as a contingent fund for use by the chairman of the board for incidental costs and expenses; amending Laws 1965, Chapter 433, Section 1.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Laws 1965, Chapter 433, Section 1, is amended to read:

Section 1. **Olmsted county; incidental costs and expenses.** In addition to the amount authorized by Minnesota Statutes ~~1961~~ 1965, Section 375.16, the county board of Olmsted county may annually appropriate from the county revenue fund a sum not exceeding ~~\$500~~ \$1,000 as a contingent fund for use by the chairman of the county board at his discretion to pay for incidental costs and expenses incurred in expediting the business of the county of Olmsted. The fund shall be under the exclusive control of the chairman of the county board, subject to post audit by the county board.

Sec. 2. *This act takes effect when approved by the county board of Olmsted county and upon compliance with Minnesota Statutes, Section 645.021.*

Approved May 22, 1967.

## CHAPTER 646—H. F. No. 2272

[Not Coded]

*An act relating to the establishment and maintenance of a personnel system on a merit basis in Hennepin county; amending Laws 1965, Chapter 855, Section 6, Subdivision 1; and Section 7, Subdivisions 1 and 2.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Laws 1965, Chapter 855, Section 6, Subdivision 1, is amended to read:

**Changes or additions indicated by italics, deletions by ~~strikeout~~.**

Sec. 6. **Hennepin county; personnel system; duties of the personnel director.** Subdivision 1. **Scope of duties.** The personnel director as administrator of the personnel department shall cooperate with and assist department heads and elected officials in providing an effective personnel program. He shall direct and supervise all of the personnel department's administrative and technical activities in addition to the duties imposed on him elsewhere in this act and it shall be his duty to:

(a) attend the regular and special meetings of the board, to act as its secretary and to record its official actions.

(b) to appoint, supervise and direct the work of the employees of the personnel department. Such employees shall be chosen in accordance with and subject to the provisions of this act.

(c) prepare and recommend rules for the administration of this act, which shall become effective after approval by the board subject to the approval of the county board, as provided by this act; to administer such rules and propose amendments thereto.

(d) as soon as practicable after the effective date of this act, after consultation with the department heads and employees, prepare a classification plan which shall group all positions in the classified service into classes, based on their duties and responsibilities. The classification plan shall set forth for each class or position a class title, a statement of duties, authority and responsibilities thereof and qualifications that are necessary and desirable for the satisfactory performance of the duties of the position. The classification plan shall be effective upon approval by the personnel board. Periodic job audits shall be made of positions for the purpose of keeping the classification plan current with changes in work assignments.

(e) as soon as practicable after the adoption of the classification plan prepare a schedule of salary or wage rates for each class, grade, or group of positions in the classified service *and those employees in the unclassified service identified in Section 7, Subdivision 2, (c), (f), (g), (h), and (i).* Salary and wage schedules when approved by the personnel board shall be submitted to the county board who may approve or reject such schedules. Approval shall be by majority vote in the form of a written resolution. The assignment of new classes or the reassignment of existing classes to salary ranges and compensation plans shall be made according to the methods set forth above.

(f) establish programs for the training and further education of employees to the end that the quality of the service rendered by

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the persons in the classified service may be improved and that employees may be prepared to take advantage of promotional opportunities.

(g) provide for, formulate, and hold competitive examinations to determine the qualifications of persons seeking employment in any class or position and establish lists of those passing such examination.

(h) when a vacancy is to be filled, to certify to the appointing authority on written request that sets forth the duties and responsibilities of the position to be filled, the names of the persons highest on the layoff list for the class. If there is no layoff list, he shall certify those on the eligible list for the class. If there is no such list, he may authorize temporary appointment pending establishment of such employment lists for such class.

(i) keep such records as may be necessary for the proper administration of this act.

(j) provide a system for checking payrolls and accounts for the payment of salaries or wages to employees in the classified service so as to enable him, upon evidence thereof, to certify or cause to be certified the persons whose names appear thereon have been regularly employed or on authorized leave before payment may be lawfully made to such employees.

(k) make investigations concerning the administration and effect of this act and rules made thereunder and report his findings and recommendations to the personnel board.

(l) to make such investigations as may be required by the personnel board or the county board and report thereon.

(m) make an annual report to the personnel board.

Sec. 2. Laws 1965, Chapter 855, Section 7, Subdivision 1, is amended to read:

Sec. 7. **Unclassified and classified service.** Subdivision 1. **Definition of coverage.** The officers and employees of the county of Hennepin and all of its agencies, boards, commissions, authorities, or committees heretofore or hereafter created, supported in whole or in part by the taxation of the county of Hennepin, ~~excepting those employees of~~ *except* the county attorney, auditor, clerk of district court, probate court *judge*, ~~court commissioner~~, register of deeds,

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sheriff, ~~examiner of titles~~, school superintendent, and treasurer, and the judges of the municipal court of Hennepin county, come within the provisions of Laws 1965, Chapter 855, and acts amendatory thereof, and the positions they hold are hereby divided into the unclassified and classified service.

Sec. 3. Laws 1965, Chapter 855, Section 7, Subdivision 2, is amended to read:

Subd. 2. **Unclassified service.** The unclassified service shall comprise:

(a) officers chosen by election or appointment to fill an elective office.

(b) members of boards and commissions appointed by the county board.

(c) medical residents, interns, and students in training.

(d) non-salaried attending medical staff.

(e) special deputies serving without pay.

(f) seasonal positions.

(g) department heads appointed by the county board.

(h) chief deputy or principal assistant and secretary for each elected official.

(i) director of court services, examiner of titles and deputy examiners, *administrative director of the district court, administrative assistant to the clerk of district court, chief criminal deputy sheriff, court reporters, referees, clerk of municipal court and chief municipal court probation officer.*

(j) other temporary judicial appointments performing a special function.

Sec. 4. **Salaries and other benefits for additional employees.** *The salaries for employees heretofore serving in county employment and now coming within the provisions of this act within the classified and unclassified service shall be established as provided in Laws 1965, Chapter 855, Section 6 (e). The salary thus established shall be retroactive to January 1, 1967. The county board may appropriate money from any moneys not otherwise appropriated to pay such salaries. All Hennepin county employees who had attained perma-*

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*nent status as of March 20, 1967, the operative date of the Hennepin county personnel plan, and who subsequent to said date come under the jurisdiction of the Hennepin county personnel plan shall be deemed to have been permanent employees as of March 20, 1967, for all the purposes of the Hennepin county personnel act.*

**Sec. 5. Notice of meetings.** *The elected county officials in Hennepin county shall be given notice of the meetings of the county board and of the personnel board whenever either of said boards has on its agenda the consideration of any changes in the classification and pay schedules, and rules and regulations, for the purpose of making recommendations concerning such matters.*

**Sec. 6.** *The retirement provisions of Laws 1965, Chapter 855, Section 15, shall not be effective for those employees newly incorporated into the personnel system by the provisions of section 2 of this act until December 31, 1968, at which time such employees who have attained the age of 67 years or over shall be retired. Such employees who become 66 years of age or over during the calendar year 1969, shall be retired as of December 31, of that year, and such employees who become 65 years of age or over during the calendar year 1970, shall be retired as of December 31, of that year, and thereafter Laws 1965, Chapter 855, Section 15, first paragraph of Subdivision 1, shall apply.*

**Sec. 7. Transferring employee to retain tenure.** *Whenever a permanent employee transfers from the classified service into the unclassified service, said employee shall retain tenure in the classified service with the class from which he transferred.*

**Sec. 8. Inconsistent acts repealed.** *All acts and parts of acts inconsistent with this act are hereby repealed to the extent necessary to give effect to the provisions of this act.*

**Sec. 9. Effective date.** *This act takes effect when approved by the county board of Hennepin county and upon compliance with Minnesota Statutes, Section 645.021.*

Approved May 22, 1967.

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CHAPTER 647—H. F. No. 2299

[Not Coded]

*An act relating to the village of Inver Grove Heights; providing for the levying of a charge for connection to said village's water system and providing for the levying of said charge as a special assessment against benefited properties.*

**Changes or additions indicated by italics, deletions by ~~strikeout~~.**