

9575.1280 INTERAGENCY OPERATIONS.

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

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

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

Statutory Authority: *MS s 256.012*

History: *L 1984 c 654 art 5 s 58; 17 SR 1279; 23 SR 2404*

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