

12 MCAR 2

11-26-82

- 1 Department of Public Welfare
- 2 Merit System
- 3
- 4 Adopted Rule and Amendments of Existing Rules Governing
- 5 Definitions; Statement of Policy and Means of Effecting Policy;
- 6 Organization; Classification Plan; Compensation Plan;
- 7 Examinations; Certification of Eligibles; Probationary Period;
- 8 Separation, Tenure and Reinstatement; Leaves of Absence; Appeals
- 9 and Hearings; Salary Adjustments and Increases; Salary
- 10 Computation Provisions for Full and Part-time Employment;
- 11 Appointments, Demotions, Transfers and Reinstatements; and
- 12 Provisions for Computing Monthly, Hourly, Less-than-full-time,
- 13 Bi-weekly, and Four-week Salary Rates
- 14
- 15 Rules as Adopted

16 12 MCAR S 2.490 Definitions.

17 A. The following definitions apply to 12 MCAR SS 2.490-2.841
18 unless the context clearly requires another meaning.

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

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

27 3. Board. "Board" means the county board, county welfare
28 board, or human service board.

29 4. Change in allocation. "Change in allocation" means
30 the reclassification of a position resulting from significant
31 sudden changes imposed by the appointing authority affecting the
32 duties and responsibilities of a position.

33 5. Class. "Class" means one or more positions
34 sufficiently similar in the duties performed; degree of
35 supervision exercised or required minimum requirements of
36 training, experience, or skill; and such other characteristics

1 that the same title, the same tests of fitness, and the same
2 schedule of compensation may be applied with equity to all of
3 the positions.

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

7 7. Council. "Council" means the Merit System Council.

8 8. County agency. "County agency" means the organization
9 created by the county board, county welfare board or the human
10 service board to carry out the functions and policies of the
11 board with regard to community social service or income
12 maintenance programs funded in whole or in part by federal
13 grants-in-aid requiring a merit system of personnel
14 administration.

15 9. County register. "County register" means the
16 sub-register established for a county from a statewide
17 competitive or promotional register containing the names of
18 persons who have legal residence in the county or, in the event
19 of a promotional examination, who are employed by the county
20 agency.

21 10. County welfare board. "County welfare board" means
22 the county welfare board, county board or human service board.

23 11. Day. "Day" means a calendar day except when
24 otherwise specified in the specific rule.

25 12. Demotion. "Demotion" means a change by an employee
26 from a position in one class to a position in another class with
27 less responsible duties and a lower salary range.

28 13. Disabled veteran. "Disabled veteran" means a veteran
29 who is rated or certified as disabled, in accordance with the
30 provisions of Minn. Stat. S 43A.11.

31 14. Dismissal. "Dismissal" means the termination of
32 employment for cause.

33 15. Eligible. "Eligible" means any person whose name is
34 on a register.

35 16. Emergency employee. "Emergency employee" means an
36 employee who was appointed to perform certain duties when an

1 emergency situation exists.

2 17. Employee. "Employee" means any person in the employ
3 of a county board, county welfare board, or human services
4 board, exclusive of its members, who occupies a position covered
5 by 12 MCAR SS 2.490-2.841 and who is paid a salary or wage.

6 18. Exclusive representative. "Exclusive representative"
7 has the meaning given in Minn. Stat. S 179.63, subd. 6.

8 19. Facsimile. "Facsimile" means a replica. A facsimile
9 of 12 MCAR S 2.841 is a chart showing each of the salary rates
10 adopted by an agency divided into monthly and hourly rates and
11 either daily rates and bi-weekly rates or four-week rates if
12 paid on this basis or the daily rate based on the number of
13 working days in the month--20, 21, 22, or 23 days if paid on a
14 monthly basis.

15 20. General adjustment. "General adjustment" means the
16 merit system recommended salary adjustment based on a salary
17 survey or a review of consumer price index changes.

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

21 22. Layoff. "Layoff" means the termination of employment
22 because of abolishment of a position, lack of funds, shortage of
23 work, or other reason beyond the control of the employee.

24 23. Layoff list. "Layoff list" means a list of permanent
25 or probationary employees who have been laid off by reason of
26 abolishment of their positions, lack of funds, shortage of work,
27 or other reason beyond the control of the employee.

28 24. Merit increase. "Merit increase" means an increase
29 given to an employee based on meritorious job performance.

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

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

1 27. Original appointment. "Original appointment" means
2 the date of initial entry to probationary status normally
3 through appointment from an open-competitive list.

4 28. Overtime. "Overtime" means hours worked in excess of
5 a normal work shift or beyond a normal work week.

6 29. Permanent employee. "Permanent employee" means an
7 employee who has successfully completed a probationary period or
8 who has attained permanent status upon the installation of the
9 Merit System.

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

14 31. Probationary employee. "Probationary employee" means
15 an employee who is serving a probationary period in a class to
16 which the employee has been appointed from an eligible list.

17 32. Probationary period. "Probationary period" means the
18 six-month working trial period during which a new employee is
19 required to demonstrate fitness for the position to which the
20 employee is appointed by actual performance of the duties of the
21 position.

22 33. Promotion. "Promotion" means a change of an employee
23 from a position in one class to a position in another class with
24 more responsible duties and a higher salary range.

25 34. Provisional employee. "Provisional employee" means
26 an employee who meets the minimum qualifications for the
27 position but who has been appointed to a position without having
28 been appointed from an eligible register.

29 35. Reallocation. "Reallocation" means the
30 reclassification of a position resulting from significant
31 changes in the duties and responsibilities of the position that
32 occur gradually over a period of time .

33 36. Reclassification. "Reclassification" means a
34 reallocation or change in allocation of a position to a higher,
35 lower, or equivalent class.

36 37. Reemployment list. "Reemployment list" means a list

1 of former permanent or probationary employees who have been laid
2 off and the names of former permanent or probationary employees
3 who have voluntarily separated from Merit System employment in
4 good standing and whose applications for reemployment in the
5 Merit System are submitted within one year of separation.

6 38. Register. "Register" means an officially established
7 list of eligibles for a particular class.

8 39. Resignation. "Resignation" means the termination of
9 employment made at the request of the employee.

10 40. Salary adjustment. "Salary adjustment" means an
11 increase given to employees due to cost-of-living factors, going
12 rates for similar jobs, or labor market conditions.

13 41. Salary increase. "Salary increase" means an increase
14 granted to an employee on the basis of working out of class or
15 due to unusual employment conditions and not based on job
16 performance, cost-of-living factors, going rates for similar
17 jobs or labor market conditions.

18 42. State agency. "State agency" means the State
19 Department of Public Welfare.

20 43. Supervisor. "Supervisor" means the Merit System
21 supervisor.

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

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

28 46. Transfer. "Transfer" means the movement of an
29 employee from one position to another in the same class or in
30 another class having the same salary range and usually involving
31 the performance of similar duties and requiring essentially the
32 same qualifications of training and experience.

33 47. Veteran. "Veteran" means every person defined as a
34 veteran by Minn. Stat. S ~~197.46~~ 197.447.

35 48. Veterans preference. "Veterans preference" means
36 preference granted to veterans by Minn. Stat. S 43A.11.

1 12 MCAR S 2.491 Statement of policy and means of effecting
2 policy.

3 A. Objectives. It is the aim of the Department of Public
4 Welfare of the State of Minnesota, through the establishment of
5 the County Welfare Merit System, to provide appointing
6 authorities with an effective system of personnel administration
7 based on merit principles. Specific objectives are:

8 1. Economy and effective service in the Minnesota welfare
9 and human services program;

10 2. The proper classification of positions so that
11 positions essentially alike in duties and responsibilities are
12 treated alike and positions not so alike are treated with due
13 consideration to the nature and extent of the differences
14 between them;

15 3. Fair and equal opportunity for all qualified persons
16 to compete for positions and promotions under the jurisdiction
17 of the Merit System solely on the basis of merit and fitness as
18 ascertained through practical examinations;

19 4. Equitable pay scales for the various classes
20 established on the basis of equal pay for equal work; and

21 5. An attractive career service in public welfare and
22 human services employment within the State of Minnesota.

23 B. Adoption and amendment of the rules.

24 1. Statutory authority. In order to accomplish the
25 objectives stated in A., 12 MCAR SS 2.490-2.841 have been
26 promulgated by the Commissioner of Public Welfare in accordance
27 with Minn. Stat. SS 256.01, subd. 4, 256.012, and 393.07, subd.
28 5, and in compliance with Minn. Stat. ch. 15.

29 2. Procedures. The Commissioner of Public Welfare, with
30 the advice and recommendations of the council, may amend 12 MCAR
31 SS 2.490-2.841 after compliance with the provisions of Minn.
32 Stat. ch. 15.

33 C.-D. [Unchanged.]

34 E. Violations.

35 1. By employees. Violations of any of the provisions of
36 12 MCAR SS 2.490-2.841 by an employee in the service shall be

1 considered sufficient cause for the dismissal of that employee.

2 2. By an appointing authority. Violations of 12 MCAR SS
3 2.490-2.841 by an appointing authority shall be brought to the
4 attention of the appointing authority by the supervisor. The
5 notice shall include remedial measures necessary to correct past
6 violations and to ensure future compliance. If the appointing
7 authority refuses to take corrective action, the supervisor
8 shall inform the commissioner who shall take appropriate action,
9 including but not limited to denial or suspension of ~~shall deny~~
10 or suspend payment of all or part of state and federal
11 administrative reimbursement funds, suspend services from the
12 Merit System, or require that other corrective action be taken.

13 3. Appeals. An appointing authority may appeal any
14 denial or suspension of administrative reimbursement to the
15 Merit System Council which shall, after a review of the record
16 available to the commissioner, make its recommendation to the
17 commissioner. The commissioner's decision shall be final.

18 F. Political activity.

19 1.-3. [Unchanged.]

20 4. An employee continues to be covered by the Federal
21 Hatch Act restrictions including all restrictions listed in
22 1.-5. while on annual leave, sick leave, leave without pay or
23 administrative leave. Any employee shall resign from the
24 service upon filing as a candidate for public office, except as
25 provided in 5.

26 5. Any employee may be a candidate in nonpartisan
27 elections. These are elections in which none of the candidates
28 is to be nominated or elected as representing a political party
29 whose candidates for presidential election received votes in the
30 last presidential election.

31 G. Prohibition against discrimination.

32 1. In general. No person shall be discriminated for or
33 against in recruitment, examination, appointment, tenure,
34 compensation, classification, or promotion or in conditions,
35 facilities, or privileges of employment because of race, color,
36 creed, religion, national origin, physical disability when such

1 disability does not interfere with the completion of assigned
2 duties, age, marital status, status with regard to public
3 assistance, or sex. Any person aggrieved by a violation of
4 these prohibitions may file a complaint under the provisions of
5 Minn. Stat. ch. 363.

6 2. Political opinions. No person shall be discriminated
7 for or against as provided in 1. because of his political
8 opinions or affiliations within the limitations imposed by F.
9 nor shall discrimination occur because of any other non-merit
10 factor. Any person aggrieved by a violation of a prohibited
11 discrimination that does not come within the jurisdiction of
12 Minn. Stat. ch. 363 may file a complaint with the Merit System
13 supervisor, setting forth the basis for his belief that an act
14 or threat or promise of an act of discrimination occurred and
15 identifying by name and position the person alleged to have
16 committed the act or threat or promise of an act of
17 discrimination.

18 3: Investigations. The supervisor or his a designated
19 representative shall conduct an investigation of the alleged
20 discrimination and shall report the complaint and the findings
21 of the investigation to the Merit System Council at its next
22 meeting. The complainant shall have the right to present his
23 the complaint personally to the council. The council shall
24 order any further investigation or hearing as may be warranted
25 prior to making its decision. If the council finds that
26 discrimination has occurred, it shall take whatever action it
27 deems warranted and within its authority to remedy the effect of
28 any act or threat or promise of an act of discrimination and to
29 prevent discrimination.

30 12 MCAR'S 2.492 Organization.

31 A. Duties and powers of the commissioner. The Commissioner
32 of Public Welfare shall have authority to require methods of
33 administration which are necessary for compliance with
34 requirements of the Federal Social Security Act, as amended, and
35 for the proper and efficient operation of all welfare programs.
36 The adoption of methods relating to the establishment and

1 maintenance of personnel standards on a merit basis for all
2 employees in positions covered by 12 MCAR SS 2.490-2.841 and the
3 examination thereof, and the administration thereof, shall be
4 directed and controlled exclusively by the Commissioner of
5 Public Welfare pursuant to Minn. Stat. SS 256.012 and 393.07.
6 Nevertheless, the Commissioner of Public Welfare shall exercise
7 no authority in the selection, tenure of office, and
8 compensation of a specific individual employed in accordance
9 with these methods.

10 B. Organization of the Merit System Council.

11 1. The Merit System Council members shall be appointed by
12 the Governor from a panel of names submitted by the Commissioner
13 of Public Welfare. The council shall be composed of three
14 members who shall be public-spirited persons of recognized
15 standing and of known interest in the improvement of public
16 administration and in the impartial selection of efficient
17 government personnel. No member shall have held political
18 office or have been an officer in a political organization
19 during the year preceding appointment, ~~nor shall he held such~~
20 ~~office~~ or during ~~his~~ the term of the appointment. No member
21 of the council shall have been an employee of the state agency
22 or an employee or member of an appointing authority within one
23 year prior to his appointment.

24 2.-3. [Unchanged.]

25 4. The supervisor shall serve as Secretary of the
26 Council. The supervisor shall keep a calendar of all business
27 to be transacted at each meeting, issue notices of regular and
28 special meetings, present to the council all matters that
29 require consideration by the council, keep records and files of
30 the council and minutes, and handle other matters as the council
31 may direct or circumstances indicate as necessary and proper in
32 order to facilitate and give effect to the actions of the
33 council within the scope of its powers and duties.

34 C. [Unchanged.]

35 D. Duties of the Merit System Council. It shall be the duty
36 of the council within the scope of 12 MCAR SS 2.490-2.841:

1 1. To establish general policies for the administration
2 of merit examinations and the hearing of personnel appeals as
3 provided in 12 MCAR S 2.5081;

4 2. To hear such appeals or to appoint an appeal board of
5 three members or to appoint a referee to hear such appeals on
6 its behalf;

7 3. To consult with the Commissioner of Public Welfare
8 about the appointment of a full-time Merit System supervisor;

9 4. To consult with the supervisor in formulating
10 procedures for the purpose of ensuring conformity with the rules
11 and the policies of the council.

12 5. To review the classification and compensation plans
13 and to make recommendations to the commissioner about their
14 adoption and subsequent revision;

15 6. To make recommendations to the commissioner about
16 internal personnel policies to ensure conformity with the rules;

17 7. To promote public understanding of the purposes,
18 policies, and practices of the Merit System; and

19 8. To review and make recommendations to the commissioner
20 about any amendments to the rules of the Merit System.

21 E. Compensation of council members. Each member of the
22 council shall be paid \$50 per regular meeting, but no member
23 shall be paid more than \$600 in any one calendar year for
24 regular meetings. Each member of the council shall be paid \$50
25 per day when serving on an appeal or hearing board. In
26 addition, members whose residence is in excess of 50 miles from
27 the place of meeting shall be compensated for travel expenses
28 and, in an instance in which the meeting is scheduled for more
29 than one day or when the ~~four~~ hour of the beginning of the
30 meeting, or the close of the meeting, does not allow coming from
31 or returning to the place of residence within a reasonable time,
32 for lodging and meals.

33 F. Appointment of the Merit System Supervisor. The
34 commissioner, after consultation with the council, shall appoint
35 a Merit System Supervisor in accordance with Minn. Stat. ch.
36 43A, and the rules of the Minnesota Department of Employee

1 Relations. The supervisor shall be a person who has had
2 training and experience in a field related to merit system
3 administration and who has known sympathies with the merit
4 principle in government service and shall possess such other
5 qualifications as are requisite for the performance of the
6 duties defined in G. Within three years prior to appointment,
7 the supervisor shall not have held, nor during the term of
8 office shall the supervisor hold, political office or office in
9 any political organization.

10 G. Duties of the supervisor. In conformance with 12 MCAR SS
11 2.490-2.841, it shall be the duty of the supervisor to:

12 1. Develop and put into continuous effect policies and
13 procedures for the administration of the Merit System program as
14 they relate to the preparation, administration, and scoring of
15 examinations; the preparation, custody, and maintenance of
16 registers of eligibles; the determination of availability to
17 eligibles for appointment; the certification for appointment;
18 and the determination of the adequacy of existing registers.

19 2. Develop the classification and compensation plans and
20 consult with the council on the adoption and revision of such
21 plans as they relate to the Merit System program of recruitment
22 and examination.

23 3. Promote public understanding of purposes, policies,
24 and practices of the Merit System program.

25 4. Appoint staff members, including technicians, clerks,
26 stenographers, and other permanent or temporary employees who
27 are necessary to carry out the provisions of 12 MCAR SS
28 2.490-2.841. Employees shall be chosen in accordance with the
29 provisions of the Minnesota Department of Employee Relations
30 rules.

31 5. Review, develop and propose amendments to existing
32 Merit System rules for consideration and recommendation by the
33 Merit System council and in accordance with the provisions of
34 Minn. Stat. ch. 15.

35 6. Perform other duties which are prescribed by 12 MCAR
36 SS 2.490-2.841.

1 12 MCAR S 2.493 Classification plan.

2 A. Preparation and adoption.

3 1. Commissioner's duty. The Commissioner of Public
4 Welfare shall formally adopt and make effective a comprehensive
5 classification plan for all positions covered by 12 MCAR SS
6 2.490-2.841 which shall be published as part of the Public
7 Welfare Merit System Manual. The plan shall be based on
8 investigation and analysis of the duties and responsibilities of
9 each position, and each position shall be allocated to its
10 proper class in the classification plan. The plan shall be
11 developed after consultation with supervisory officials,
12 classification specialists, and persons technically familiar
13 with the character of the work. When complete, the
14 classification plan shall include for each class of positions an
15 appropriate class title, a description of the duties and
16 responsibilities, and the minimum requirements of training,
17 experience, and other qualifications.

18 2. Review by council. The proposed classification plan,
19 and any changes therein, shall be submitted to the Merit System
20 council for review and recommendations. After that review and
21 recommendation and upon formal adoption by the Commissioner of
22 Public Welfare, the classification plan shall be the official
23 plan for all positions. Class titles established by the
24 adoption of the classification plan shall be used in all
25 personnel and financial records of the Department of Public
26 Welfare and appointing authorities, as well as in all
27 examination procedures.

28 B. Allocation of positions. Every position under the
29 jurisdiction of an appointing authority shall be allocated by
30 the supervisor to one of the appropriate classes established by
31 the classification plan. No person shall be appointed or
32 promoted to any position until it has been properly classified
33 as herein provided. As additional classes are established or
34 existing classes are abolished or changed, the necessary
35 allocations or reallocations shall be made by the supervisor to
36 new or existing classes as necessary.

1 C. Revision of plan. Existing classes may be abolished or
2 changed, or new classes added, in the same manner as the
3 classification plan is originally adopted.

4 D. Incumbents of reclassified positions.

5 1. Appointment authorized. When a position is
6 reclassified and it is determined to be a reallocation resulting
7 from a significant change in the duties and responsibilities of
8 the position occurring gradually over a period of time, the
9 supervisor may shall authorize an appointing authority to
10 promote the incumbent of the reallocated position. An employee
11 promoted in accordance with this provision shall serve a
12 probationary period in the higher class.

13 2. Eligibility. When a position is reclassified
14 resulting from a change in allocation the incumbent shall not be
15 eligible to continue in the position except, as provided in 3. or
16 unless he is eligible for original appointment, promotion,
17 transfer, or demotion to the new class of positions. If he is
18 ineligible to continue in such a position, he may be
19 transferred, promoted, or demoted by appropriate action of the
20 appointing authority in accordance with the applicable
21 provisions of 12 MCAR SS 2.490-2.841. If ineligibility of a
22 permanent or probationary incumbent of such a reclassified
23 position arises from the existence of an eligible register
24 established from an examination that the incumbent did not take,
25 he may be permitted to take the same or equivalent examination
26 from which the existing register was established, providing that
27 his name is not on the existing register, he did not take and
28 fail the examination from which the existing register was
29 established, and he was eligible to take the examination at the
30 time it was given. The names of successful candidates examined
31 under this rule shall be placed on the existing register in
32 accordance with the score attained. In any case in which the
33 incumbent is ineligible to continue in the position and he is
34 not transferred, promoted, or demoted, the provisions of these
35 rules about layoff shall apply. Any transfer, promotion,
36 demotion or layoff in accordance with those provisions must

1 occur within 60 days of the notification of reclassification of
2 the position.

3 3. Change in agency size. If a position is reclassified
4 as a direct result of the change in size of the employing agency
5 without change in duties and functions, an incumbent with
6 permanent or probationary status in the lower class shall be
7 permitted to take a non-competitive qualifying examination
8 without regard to the qualifications for the class. An
9 incumbent whose name is on a competitive promotional register
10 for the higher class may be certified to the position regardless
11 of the relative ranks of other candidates on the eligible
12 register.

13 4. Equivalent duties. The Commissioner of Public Welfare
14 may authorize the reclassification of a position from one
15 classification to a higher designated classification when the
16 duties to be performed in the higher class are not significantly
17 different from those performed in the lower class and where both
18 classifications are in the same occupational grouping.
19 Incumbents of positions so reclassified must meet the specified
20 minimum qualifications for the higher designated class and
21 promotions shall be made following a non-competitive promotional
22 examination which shall include an evaluation by the appointing
23 authority of the incumbents' ability to perform in the higher
24 class.

25 5. Incumbent appointed after exam. If the incumbent
26 examined in accordance with 4. successfully completes the
27 examination process, the supervisor may certify only the name of
28 the eligible incumbent to the appointing authority.

29 6. Probation prohibited. Notwithstanding the provisions
30 of 12 MCAR S 2.500 B.1.a., an employee appointed under 5. shall
31 not be required to serve a new probationary period in the higher
32 classification.

33 12 MCAR S 2.494 Compensation plan.

34 A. Preparation and adoption.

35 1. Preparation of plan. In accordance with Minn. Stat.
36 ch. 15, the commissioner shall formally adopt and make effective

1 a comprehensive compensation plan, 12 MCAR S 2.840, for all
2 classes of positions which shall apply to all agencies covered
3 by the Merit System except as otherwise negotiated for employees
4 in a bargaining unit in agencies where there is an exclusive
5 representative or in those instances where the requirements of
6 F.2.c. have been satisfied. The plan shall include salary
7 schedules for the various classes, with the salary of each class
8 consistent with the functions outlined in the class
9 specifications. Minimum, intervening, and maximum rates of pay
10 for each class shall be established to provide for salary
11 advancement without change in duty, in recognition of
12 meritorious service. The advice and suggestions of appointing
13 authorities, prevailing salary rates for similar and competing
14 types of employment in business and government, and other
15 relevant factors shall be taken into consideration in developing
16 the salary schedules.

17 2. Review by council. The proposed compensation plan,
18 and any amendments to it, shall be submitted to the Merit System
19 Council for review and recommendation. Upon review and
20 recommendation by the council and after compliance with the
21 provisions of Minn. Stat. ch. 15, the commissioner shall
22 formally adopt the compensation plan which shall be the official
23 salary schedule of the Minnesota Merit System, effective the
24 date specified.

25 3. Salary plans. The comprehensive compensation plan
26 adopted by the commissioner shall provide for separate
27 alphabetically designated salary plans for different
28 occupational groupings of classes reflecting progressively
29 higher salary ranges except for those classes where a single
30 range of rates is found to be appropriate. Plans shall be
31 established as provided in 12 MCAR S 2.840 as follows:

- 32 a. Professional - A, B and C;
- 33 b. Support Personnel - A, B and C;
- 34 c. Clerical - A, B and C;
- 35 d. Maintenance and Trades - A and B.

36 B. Selection of salary ranges by appointing authority.

1 1. Adoption of official plan. Appointing authorities
2 shall choose, by resolution, a salary plan for each occupational
3 grouping of classes from among the plans listed in A.3. except
4 when salaries are negotiated with an exclusive representative or
5 the provisions of 5. are applicable. The plans adopted shall
6 become the official plans for the appointing authority until
7 amended.

8 2. Selection of rates. Within the minimum and maximum
9 salaries for classes in the adopted plans, appointing
10 authorities shall designate, by resolution, the minimum,
11 intervening and maximum salary rates to be paid for each class
12 of positions used by the appointing authority. The supervisor
13 shall be promptly notified of the rates selected by each
14 appointing authority.

15 3. Plan amendments. The appointing authority may amend,
16 by resolution, its official plan for one or more occupational
17 groupings of classes. The supervisor shall be promptly notified
18 of the official action taken by the appointing authority to
19 amend its plan.

20 4. Incumbents. Salary rates for incumbents of positions
21 shall be established in accordance with the provisions of F.2.
22 and 3. on the basis of the plan adopted by the appointing
23 authority as provided in A.3.

24 5. Nonrepresented employees. In agencies with an
25 exclusive representative, the appointing authority may pay
26 confidential, supervisory and other personnel not covered by an
27 exclusive representative who are in the same class as employees
28 who have an exclusive representative, the same rate of pay and
29 salary ranges as negotiated for the class under D.1. In no case
30 would this rule allow the appointing authority to reduce the
31 rate of pay of confidential, supervisory or other excluded
32 employees.

33 C. Adjustment of the official salary schedule of the
34 Minnesota Merit System.

35 1. Consumer price index. The compensation plan provided
36 in 12 MCAR S 2.840 shall be adjusted for changes in the level of

1 salary rates in business and government for similar and
2 competing types of employment and for changes in the Twin City
3 Consumer Price Index.

4 2. Biennial review of labor market. In every
5 odd-numbered year the supervisor shall conduct a review of the
6 changes in the level of salary rates in the labor market since
7 the time of the most recent adjustment of the compensation
8 plan. This review shall utilize the data and findings of other
9 labor market surveys and shall, to the extent possible, be based
10 upon similar surveys and data used in previous reviews. The
11 supervisor shall complete this study and report the findings to
12 the Commissioner of Public Welfare on or before July 31 of each
13 odd-numbered year.

14 3. Plan amendments. From the results of this study, the
15 supervisor shall propose amendments to the compensation plan in
16 accordance with the provisions of Minn. Stat. ch. 15, and as
17 outlined in 12 MCAR S 2.494 A. An amended compensation plan
18 shall not be effective until the next succeeding January 1, or
19 for those agencies on a bi-weekly or four-week payroll period on
20 the beginning date of the first payroll period following the
21 next succeeding January 1.

22 4. Biennial review of consumer price index. In every
23 even-numbered year, the supervisor shall conduct a review of the
24 changes in the consumers price index for urban wage earners and
25 clerical workers for Minneapolis-St. Paul, as published by the
26 Bureau of Labor Statistics, new series index (1967=100). The
27 supervisor shall recommend that all rates of pay in the
28 professional, support, clerical and maintenance and trades
29 salary schedules be adjusted by an amount equal to 80 percent of
30 the increase between the consumer price index for June of the
31 current year and the consumer price index for June of the
32 preceding year. This amount shall be rounded to the nearest
33 tenth of a percent and may not exceed 9 percent. The new
34 recommended monthly salary rates shall be rounded to the nearest
35 whole dollar. The same percentage increase recommended by the
36 supervisor for all rates of pay shall be recommended as a

1 general salary adjustment for all incumbents of positions in the
2 professional, support, clerical and maintenance and trades
3 salary schedules. An amended compensation plan resulting from
4 these recommendations shall not be effective until the next
5 succeeding January 1, or for those agencies on a bi-weekly or
6 four-week payroll period on the beginning date of the first
7 payroll period following the next succeeding January 1.

8 5. Plan adjustments. The appointing authority may
9 implement an adjusted compensation plan by adjusting the
10 salaries of the employees to the same numerically designated
11 salary rate on the adjusted plan that such employees were paid
12 under the former plan.

13 D. Negotiation of a salary schedule.

14 1. Role of exclusive representative. In those agencies
15 where employees have elected an exclusive representative the
16 appointing authority and the exclusive representative may
17 negotiate their own salary schedules for employees in the
18 bargaining unit by class, with the salary for each class
19 consistent with the functions outlined in the class
20 specifications. Minimum, intervening, and maximum rates of pay
21 for each shall be established to provide for steps in salary
22 advancement without change of duty, in recognition of
23 meritorious service. When a new classification not previously
24 used in the agency is established in the middle of the contract
25 period and such class falls within the bargaining unit and no
26 provision exists in the contract for establishing such salaries,
27 the appointing authority and the exclusive representative shall
28 negotiate a salary schedule for the new classification within 60
29 days of the date of establishment of the classification.

30 2. Filing. A complete copy of the negotiated salary
31 schedule must be filed with the supervisor within ten days after
32 the signing of the contract or agreement. If the contract or
33 agreement calls for succeeding increases in the salary schedule
34 which change the original minimum and maximum salaries or
35 intervening steps a new adjusted salary schedule must be filed
36 with the supervisor within ten days after the effective date of

1 any such succeeding adjustment.

2 E. Administration of the plan. In those agencies without an
3 exclusive representative or where the collective bargaining
4 agreement is silent regarding initial salaries, the entrance
5 salary for any new employee shall normally be at the minimum
6 rate of pay for the class to which the appointment is made.
7 Requests to appoint above the minimum rate of pay may be made
8 based on the exceptional qualifications of the candidate or the
9 unavailability of candidates at the minimum rate, giving
10 consideration to the salaries of current employees in the same
11 classification. All candidates with similar exceptional
12 qualifications must be offered the same rate of pay which shall
13 be one of the established steps in the agency's adopted salary
14 range for the class to which the appointment is made. Requests,
15 including the reasons, must be submitted in writing by the
16 appointing authority to the supervisor for prior approval.

17 F. Salary adjustments and increases.

18 1. Availability of funds. Before salary increases and
19 adjustments are made in accordance with 12 MCAR S 2.494, or in
20 accordance with a negotiated collective bargaining agreement,
21 the appointing authority shall have in its records and carry in
22 its minutes a definite statement that funds for this purpose are
23 available.

24 2. Plan requirements. In agencies where there is no
25 exclusive representative or collective bargaining agreement,
26 negotiated adjustments in the rates of pay of incumbents of
27 positions, in order to conform to a newly adopted or currently
28 effective compensation plan, shall be in accordance with the
29 following provisions.

30 a. If the rate of pay of an employee is below the
31 minimum of the range prescribed for the employee's
32 classification on the Merit System Compensation plan adopted by
33 the appointing authority, the rate shall be adjusted to that
34 minimum.

35 b. If the rate of pay of an employee is at or above
36 the new minimum salary adopted for their class, the employee may

1 receive the general Merit System adopted adjustment, and if the
2 employee's class was adjusted to a greater extent than the
3 general adopted adjustment, the employee may receive the
4 additional adjustment as provided in C.4. as long as the
5 additional adjustment does not place the employee's salary over
6 the new maximum adopted salary for the class.

7 c. In those situations where the appointing authority
8 has determined that the general Merit System adopted adjustment
9 is inappropriate for its employees, it may grant a different
10 adjustment; however, the authority must file with the supervisor
11 the new salary steps by class and a Salary Conversion Table as
12 provided for in 12 MCAR S 2.841. These adjustments shall at
13 least place employees at the minimum salary and not over the
14 maximum salary for their class on the salary plan adopted by the
15 agency.

16 d. Employees at the maximum salary for their class may
17 be granted salary adjustments over the maximum salary prescribed
18 for their class, only if such a Merit System adjustment is
19 adopted and only in the amount adopted for incumbents of that
20 class.

21 e. If the rate of pay of an employee is higher than
22 the maximum of the range prescribed for the employee's class of
23 positions, the rate may remain the same as long as the employee
24 retains the same classification.

25 f. If the rate of pay of an employee falls between the
26 minimum and maximum of the salary range prescribed for the
27 employee's class but does not correspond to any intervening
28 steps in the range, due to the adoption of Merit System general
29 adjustment, such rate may remain the same. In the case of
30 subsequent merit increases, the employee shall be placed back on
31 a step in the adopted salary range for his or her class.

32 g. Employees at the maximum salary rate for their
33 class may be granted Merit System adopted salary adjustments
34 only in the amount adopted for incumbents of that class. If an
35 appointing authority wishes to grant a larger general adjustment
36 to its employees than that adopted by the Merit System and such

1 an adjustment would place an employee's rate of pay above the
 2 maximum salary rate for their class, the appointing authority,
 3 by prior resolution, may grant to that employee the annual
 4 equivalent of the difference between the Merit System adopted
 5 adjustment for incumbents and the agency adopted adjustment in
 6 the form of a single lump sum salary payment on the effective
 7 date of the general adjustment. The employee's base salary rate
 8 shall remain at the maximum salary rate for his or her class.

9 h. An appointing authority may propose a salary
 10 increase within the salary range to an employee upon detailed
 11 written statements to the supervisor specifying the unusual
 12 employment conditions that make the action necessary and the
 13 interests of the agency that will be served by the action. The
 14 supervisor shall review each proposal, giving due consideration
 15 to the salary rates paid other employees in the same class in
 16 the agency and may shall deny any request which in his judgment
 17 is contrary to the best interests of the Merit System does not
 18 assure equitable compensation for comparable work. Salary
 19 increases proposed in accordance with this section are not based
 20 on employee performance or a general Merit System adopted salary
 21 adjustment. The granting of such an increase shall not affect
 22 the employees' eligibility for subsequent merit increases or
 23 salary adjustments in accordance with Merit System rules. If
 24 the unusual employment conditions giving rise to such an
 25 increase are of a temporary nature, the employee's salary shall
 26 be decreased to its previous level upon conclusion of those
 27 conditions, notwithstanding the provisions of. This decrease is
 28 not subject to H.1- or 12 MCAR S 2.5081 D.1-

29 3. Recommended adjustment. The Merit System general
 30 adjustment recommended for incumbents is eight percent for
 31 employees on the professional, support, clerical, and
 32 maintenance and trades salary schedules.

33 4. Salary differentials. Intra-agency salary
 34 differentials between employees in the same class of positions,
 35 between employees in different classes of positions in the same
 36 occupational field, and between occupational fields in the same

1 agency are recognized as important factors in the maintenance of
2 satisfactory morale. If the general adjustments result in the
3 reduction of the differential between employees in the same
4 class of positions or between employees in different classes of
5 positions in the same occupational field, adjustments may be
6 made that will, insofar as practicable, maintain such
7 differentials within the limits of the new plan. In maintaining
8 such differentials, the appointing authority shall take into
9 consideration the length of service and quality of performance
10 of the employees affected.

11 5. Collective bargaining agreements. In agencies where
12 there is an exclusive representative and a negotiated salary
13 schedule for employees in the bargaining unit, adjustments in
14 the rates of pay of employees shall follow the wording of the
15 contract or agreement.

16 G. Merit increases.

17 1. Increases by steps. Merit increases from the minimum
18 on the official Merit System Compensation Plan or on any
19 negotiated salary schedules or on any salary schedules filed
20 with the supervisor pursuant to F.2.c. shall be by successive
21 intervening steps of pay for the class, with due consideration
22 for length of service and quality of performance.

23 2. Eligible employees. In those agencies that have
24 adopted a merit increase policy, an employee may be considered
25 for a merit increase upon the satisfactory completion of the
26 probationary period.

27 3. Annual review for merit increases. In those agencies
28 that have adopted a merit increase policy, a merit increase for
29 each employee not at the maximum salary for his or her
30 classification shall be considered at least once each 12 month
31 period unless otherwise negotiated through a contract or
32 agreement by the appointing authority and the exclusive
33 representative. In the event an increase is not granted, the
34 reasons for the denial of the increase shall be reported, in
35 writing, to the employee and to the Merit System supervisor.

36 4. Restriction on frequency of increases. In those

1 agencies that have adopted a merit increase policy and, except
2 as otherwise negotiated by the appointing authority and the
3 exclusive representative, a merit increase shall not be granted
4 until the employee has served at least six months at the rate of
5 pay from which an increase is proposed, except that in cases of
6 exceptionally meritorious service, a merit increase of more than
7 one salary step in the range or at less than a six month
8 interval may be permitted. In each case, however, the facts
9 upon which the merit increase is based shall be recorded in the
10 official minutes kept by the appointing authority and reported
11 to the Merit System supervisor.

12 5. Increases based on additional education. In those
13 agencies that have adopted a merit increase policy, an
14 extraordinary merit increase within the agency's salary range
15 may be granted upon satisfactory completion of 15 additional
16 credits in a field or fields pertinent to the employee's class.
17 In each case the employee's transcript of coursework must
18 accompany the proposed merit increase.

19 6. Lump sum payments. In those agencies that have
20 adopted a merit increase policy, the appointing authority may
21 grant an employee who meets all other agency eligibility
22 requirements for a merit increase but whose salary is at or
23 above the maximum rate of pay in the adopted salary range for
24 their classification the annual equivalent of a one step merit
25 increase in the form of a single lump sum payment in recognition
26 of meritorious job performance. For this provision to be
27 effective, appointing authorities, prior to the beginning of the
28 year in which such merit increases, if granted, are effective
29 must establish, by resolution, as its official policy that these
30 payments will be granted for meritorious job performance. The
31 base salary of an employee receiving a lump sum merit increase
32 shall remain at the rate attained immediately prior to the
33 increase.

34 H. Salary decreases.

35 1. In general. Except as otherwise negotiated by an
36 agency and the exclusive representative, a salary decrease

1 within the range prescribed for the class may be made only for
2 just cause. A permanent employee shall be notified of the
3 intent to effect a reduction in pay and the reasons for the
4 action at least ten calendar days prior to the date on which the
5 reduction becomes effective. A copy of the notice shall be sent
6 to the supervisor. A permanent employee whose salary is reduced
7 may request a hearing as provided in 12 MCAR S 2.5081 D.1-

8 2. Exemption. Collective bargaining agreement provisions
9 whereby a salary adjustment or salary increase is negotiated for
10 a set period of time do not fall within the provisions of 1.

11 I. Work out of class. If an employee is expressly assigned
12 in writing to perform all the duties of a position allocated to
13 a higher classification that is temporarily unoccupied for
14 reasons other than vacation or sick leave and that work exceeds
15 15 consecutive work days in duration, the employee so assigned
16 shall be paid for all hours of the assignment at least at the
17 minimum rate of pay of the salary range for the higher class or
18 may be granted a one step salary increase within the assigned
19 employee's salary range. If the assignment is to a position in
20 a classification at an equal or lower level, the employee shall
21 be paid for all hours of the assignment at the employee's
22 current rate of pay. A work out of class assignment may be
23 proposed only if the duration of the vacancy is anticipated to
24 be less than six months. Approval of such assignments by the
25 supervisor is required and must be received by the supervisor
26 within five calendar days of the assignment. Upon completion of
27 the work out of class assignment, the employee's salary shall be
28 reduced to its previous level, ~~notwithstanding the provisions of.~~
29 ~~This decrease is not subject to H.1- or 12 MCAR S 2.5081 D.1-~~

30 12 MCAR S 2.496 Examinations.

31 A. Character of examinations.

32 1. In general. Examinations for entrance into the Public
33 Welfare and Public Safety Merit Systems shall be conducted on a
34 competitive basis. Examinations shall be practical in nature,
35 shall be constructed to reveal the capacity of the applicant for
36 the particular position for which he is competing, as well as

1 his general background and related knowledge, and shall be rated
2 objectively.

3 The supervisor shall determine the content of all
4 examination processes which may shall include, but are not
5 limited to: performance tests, written examinations, ratings
6 of experience and training, promotional ratings and, or oral
7 examinations.

8 2. Weight assigned to parts. The supervisor shall assign
9 definite weights to each part of the examination prior to its
10 public announcement.

11 3. Positions for disadvantaged groups. Recruitment and
12 selection for those positions identified in the minimum
13 qualifications of the class specification as directed toward
14 clients and other disadvantaged groups will be limited to
15 persons of low income or low educational achievement, including
16 the physically and mentally disabled. It will be the specific
17 responsibility of the individual appointing authorities to
18 effectively make known opportunities for these jobs to such
19 persons. Persons who do not meet these limitations will be
20 disqualified from competition for these positions and notified
21 of the reasons therefor. Examinations for these positions will
22 include at least one of the following: performance test, oral
23 examination, written test, or oral directions test combining
24 aspects of performance and minimum literacy. The supervisor
25 shall assign a definite weight to each part of the examination
26 prior to its public announcement. Eligible lists will be
27 established on an area or county basis only. Certification of
28 eligibles on an area basis smaller than the county unit may be
29 approved by the supervisor. Because these positions cover a
30 broad range of duties requiring many different abilities,
31 knowledges, and basic skills, notwithstanding other provisions
32 of 12 MCAR SS 2.490-2.841, the supervisor also may approve
33 selective certification of eligibles who possess a particular
34 ability, knowledge, or skill.

35 B. Notice of examination. The supervisor shall announce all
36 examinations for original entrance into the Public Welfare and

1 Public Safety Merit Systems at least two weeks in advance of the
2 closing date for receipt of applications, and shall make every
3 reasonable effort to attract qualified persons to compete in
4 these examinations. Notice of examinations shall be posted in
5 important centers throughout the state, and copies shall be
6 distributed among appointing authorities throughout the state,
7 newspapers, public officials, educational institutions,
8 professional and vocational societies, and such other
9 organizations and individuals as the supervisor may deem
10 expedient. Public announcement of examinations shall specify
11 the title and salary ranges of the class of positions, the
12 duties to be performed, the minimum qualifications required, the
13 final date on which applications will be received, and all other
14 conditions of competition, including the relative weights
15 assigned to the various parts of the examination.

16 C. Conduct of examinations.

17 1. Place; monitors. Written tests shall be conducted
18 simultaneously in as many places as are necessary for the
19 convenience of the applicants and as are practicable for proper
20 administration. The supervisor may designate such monitors as
21 may be necessary to conduct examinations under instructions
22 prescribed by him and may also arrange for the use of public
23 buildings in which to conduct the examinations. The supervisor
24 shall provide for the compensation of monitors in accordance
25 with the approved budget for the purpose.

26 2. Refusal to score. The supervisor may shall refuse to
27 score the examination of an applicant who copies another
28 applicant's examination paper, or falsifies an identity to gain
29 admittance to the examination, or who otherwise meets the
30 criteria for disqualification as provided for in 12 MCAR S 2.495

31 C.1.

32 D. Rating examinations.

33 1. Determination of score. The supervisor shall
34 determine a final score for each applicant's examination,
35 computed in accordance with the weights for the several parts
36 established by the supervisor as set forth in the announcement.

1 Failure in any part of an examination may shall disqualify the
2 applicant in the entire examination. All applicants for the
3 same position shall be accorded uniform and equal treatment in
4 all phases of the examination procedure.

5 2. Determination of passing point. The supervisor shall
6 utilize appropriate scientific techniques and procedures in
7 rating the results of examinations and in determining the final
8 scores of the applicants. The supervisor shall establish
9 reasonable passing points for all examinations, giving due
10 regard to the number of vacancies that may reasonably be
11 expected to occur during the life of the register.

12 E. Rating training and experience. When training and
13 experience form a part of the total examination, the supervisor
14 shall determine a procedure for the evaluation of the training
15 and experience qualifications of the various applicants. The
16 formula used in appraisal shall give due regard to recency and
17 quality, as well as quantity, of experience and to the
18 pertinency of the training. This procedure shall allow for the
19 substitution of training for experience, and experience for
20 training, within the limits stated in the class specifications.

21 F. Oral examination. When an oral examination forms a part
22 of a total examination for a class of positions, the supervisor
23 shall select one or more oral examination boards as needed. An
24 oral examination board shall consist of two or more members who
25 shall be known to be interested in the improvement of public
26 administration and in the selection of efficient government
27 personnel and at least one of whom shall be technically familiar
28 with the character of work in the position for which the
29 applicant will be examined. Any person holding political office
30 or any officer or committee member of any political
31 organization, or any person actively engaged in the work of any
32 political organization, shall not serve as a member of a board.
33 If practicable, all applicants qualifying for the oral
34 examination for the class of positions shall be rated by the
35 same oral examination board. A member of an oral examination
36 board shall disclose each instance in which he knows the

1 applicant personally and, in those instances, the supervisor
2 shall determine whether the oral examination board member shall
3 rate that applicant.

4 G. [Unchanged.]

5 H. Examination records. The supervisor shall be responsible
6 for the maintenance of all examination records. Applications
7 and other necessary examination records shall be kept during the
8 life of the register. Examination records of appointees shall
9 be kept permanently, but examination records of applicants not
10 appointed may be destroyed 30 days after the register expires.

11 12 MCAR S 2.498 Certification of eligibles.

12 A. Vacancies. Vacancies in the classified service shall be
13 filled by reemployment, original appointment, promotion,
14 transfer, demotion, or reinstatement.

15 B. Requisition for certification. If a vacancy in any
16 position under an appointing authority is to be filled other
17 than by reinstatement, non-competitive examination, transfer, or
18 demotion, and a new employee is needed, a requisition shall be
19 submitted by the appointing authority to the supervisor. This
20 requisition shall state the number of positions to be filled in
21 each class, together with the class title and other appropriate
22 information. In addition, desirable special qualifications for
23 the particular position under consideration may be indicated.
24 In requesting the certification of individuals with special
25 qualifications, the appointing authority shall state in the
26 request the reasons for the special qualifications requested.
27 Eligibles shall be certified in strict order of standing on the
28 register, except in a case in which the supervisor has
29 determined that there is reason for a certification of an
30 eligible with special qualifications. Requests for
31 certification of individuals with special qualifications
32 approved by the supervisor shall be reported to the council at
33 its next scheduled meeting.

34 C. Certification methods.

35 1. Entrance register. Upon receiving a requisition, the
36 supervisor shall certify the names of available eligibles. If

1 one position is involved, the supervisor shall certify the seven
2 highest available names together with any additional names of
3 persons having an examination rating within three points of the
4 person on the certification with the highest examination rating,
5 and any additional names of persons having the same examination
6 score as that of the seventh person certified, from the
7 open-competitive entrance register established for the class of
8 positions. Names of available eligibles from the appropriate
9 reemployment register, if one exists, shall also be certified as
10 additional names.

11 2. Promotional register. The supervisor may also certify
12 the three highest available names together with any additional
13 names of persons having an examination rating within three
14 points of the person on the certification with the highest
15 examination rating, and any additional names of persons having
16 the same examination scores as that of the third name certified,
17 from the appropriate promotional register if such register
18 exists and is requested. Names of available eligibles from the
19 appropriate reemployment register, if one exists, shall also be
20 certified as additional names.

21 3. Certification for more than one vacancy. If more than
22 one vacancy exists, the supervisor shall certify at least as
23 many names from the register as there are vacancies to be
24 filled, together with any additional names of persons having an
25 examination rating within three points of the person on the
26 certification with the highest examination rating, and any
27 additional names of persons having the same examination score as
28 that of the last person certified on a competitive certification
29 or as that of the last person certified on a promotional
30 certification. Supplementary certifications will be issued only
31 in instances in which it is found that there are fewer than
32 seven available candidates on the competitive certification or
33 three available candidates on the promotional certification.

34 4. Selection for appointment. The appointing authority
35 may select for appointment anyone among the certified candidates
36 who are is eligible for appointment.

1 5.-6. [Unchanged.]

2 D. [Unchanged.]

3 12 MCAR S 2.500 Probationary period.

4 A. [Unchanged.]

5 B. When required.

6 1. A person employed by an appointing authority in any of
7 the following ways shall serve a probationary period:

8 a. Appointment from an eligible register other than
9 the layoff list, and except appointment under 12 MCAR S 2.493 D.;

10 b. Reinstatement of a former probationary employee or
11 of a former permanent employee in an agency other than the last
12 employing agency;

13 c. Transfer of an employee between counties except
14 when specifically waived, in a written document addressed
15 writing to the Merit System Supervisor, by the new employing
16 county prior to the date on which the transfer of a permanent
17 employee becomes effective; or

18 d. Transfer or reinstatement to a position on the
19 basis of eligibility from a comparable position in a similar
20 merit system jurisdiction.

21 C. Duration of probationary period. The probationary period
22 shall consist of the equivalent of the first six full months of
23 compensated service following the date of the appointment action
24 requiring a probationary period, except as provided in D.

25 Unpaid leave of ten or fewer workdays during the probationary
26 period does not affect the duration of the probationary period.

27 D. Extension of probationary period.

28 1. In rare or unusual circumstances or conditions that
29 prevent the making of a full and fair determination as a basis
30 for granting permanent status or separating the employee from
31 the service, an extension of the probationary period for up to
32 three months may be granted. Initiation of a request to the
33 Merit System supervisor for extension must occur on or before
34 the beginning of the sixth month of the probationary period and
35 shall specify the reasons why the extension is necessary. A
36 current evaluation of the employee's performance shall accompany

1 the request. A copy of the request for extension and the
2 evaluation shall be provided to the probationary employee by the
3 appointing authority.

4 2. The supervisor's decision on the request shall be
5 given to the agency and the employee at least ten days in
6 advance of the end of the initial probation period.

7 3. Each formal request for extension of the probationary
8 period and the decision on the request shall be reported to the
9 Merit System Council at its next meeting.

10 E. Promotion during probation.

11 1. An employee serving a probationary period may be
12 promoted to a position in a higher class. An employee who is
13 promoted begins a probationary period in the higher
14 classification as of the date of that appointment.

15 2. A probationary employee who is promoted to a position
16 in a higher class in the same occupational field shall complete
17 his probationary period in the lower class by service in the
18 higher position.

19 F. Transfer during probation. A probationary employee may
20 be transferred from a position under one appointing authority to
21 a position in the same class under another appointing authority
22 if the employee was not appointed from a certification from a
23 county register.

24 G. Demotion during probation. A probationary employee who
25 is demoted to a class of positions in the same occupational
26 field shall have included as a part of the probationary period
27 in the lower class his period of service in the higher class
28 unless the appointing authority writes on the report of the
29 demotion to the Merit System that a new probationary period is
30 required in the lower class.

31 H. Removal during probation.

32 1. A probationary employee may be dismissed by an
33 appointing authority without the right to an appeal or hearing
34 except as may otherwise be provided by law. The employee shall
35 be given written notification, including the reasons for his
36 dismissal, at least five days in advance of the date on which

1 the dismissal becomes effective and a copy of the notification
2 shall be submitted to the supervisor.

3 2.-3. [Unchanged.]

4 I. Completion of probationary period.

5 1. The appointing authority shall submit written notice
6 of the satisfactory completion of the probationary period to the
7 employee and to the Merit System at least ten days in advance of
8 the expiration of the probationary period. A rating or
9 appraisal of the employee's performance shall accompany the
10 notice. The employee shall then be granted permanent status in
11 his the position the day following the last day of his probation
12 the probationary period.

13 2. If an appointing authority fails to implement the
14 purpose and intent of the probationary period by appropriate
15 action as provided in 12 MCAR S 2.500, a probationary employee
16 who is not certified permanent in accordance with 1. and is not
17 removed or demoted but is continued in employment beyond the
18 full six-months period shall obtain permanent status in the
19 position by the default of the agency. The payment of salary
20 beyond the six-months probationary period shall be deemed to be
21 evidence of the determination by the appointing authority that
22 permanent status shall be granted to the employee. The
23 supervisor shall enter such status on the record of the employee
24 and shall notify the appointing authority and the employee of
25 the change in status.

26 3. Each instance in which permanent status is granted to
27 an employee in accordance with the provisions of 2. shall be
28 reported to the Merit System Council. The council may recommend
29 and the commissioner may take appropriate action to insure that
30 the purpose and intent of the probationary period shall be given
31 effect in the agency in all future appointments.

32 12 MCAR S 2.503 Separation, tenure and reinstatement.

33 A. [Unchanged.]

34 B. Dismissals.

35 1. [Unchanged.]

36 2. No employee who has permanent status shall be

1 dismissed from his a position except for just cause. Before the
2 action is taken, a permanent employee shall be furnished with a
3 statement, in writing, setting forth reasons for the dismissal.
4 He The employee shall be permitted five days time to reply
5 -----
6 thereto, in writing, or, upon request, to appear personally and
7 reply to the appointing authority. A copy of the statement and
8 the employee's reply, if any, shall be filed with the supervisor
9 prior to the effective date of the dismissal. Any such employee
10 who is dismissed may demand a hearing before the Merit System
11 Council in the manner prescribed by 12 MCAR S 2.5081 D.

11 3. [Unchanged.]

12 C. Suspension. After written notice, the appointing
13 authority may suspend any employee without pay for just cause
14 for a period not to exceed 30 calendar days in any one calendar
15 year. Suspensions of five or fewer consecutive working days or
16 ten or fewer working days in a calendar year are not appealable
17 to the council under 12 MCAR S 2.5081 D.4-

18 D.-E: [Unchanged.]

19 F. Reinstatement of former permanent employee. Upon written
20 request of an appointing authority to and with the approval of
21 the supervisor, an employee who has successfully passed a merit
22 examination and has acquired permanent status in a class under
23 12 MCAR SS 2.490-2.841 may be reinstated to a position in the
24 same class at any time within two years after the date of his
25 resignation in good standing. Under the same conditions, a
26 reinstatement may be made within a period of time, not to exceed
27 five years, equivalent to the continuous period of the
28 employee's service since January 1, 1940, in a county welfare
29 agency. Reinstatement shall be without benefit of previously
30 acquired seniority. Upon approval of the supervisor,
31 reinstatement may be made directly by an appointing authority,
32 provided that there is a vacancy.

33 G. Reinstatement of former probationary employee. Upon
34 written request of an appointing authority and with the approval
35 of the supervisor, a probationary employee who has resigned in
36 good standing may be reinstated as a probationary employee to a

1 position in the same class at any time within a year after the
2 date of resignation.

3 12 MCAR S 2.504 Leaves of absence.

4 A. In general.

5 1. Leave policies stated in B. are minimum standards and
6 shall apply to all employees except when otherwise negotiated by
7 the appointing authority with an exclusive representative. At
8 the discretion of the appointing authority, these negotiated
9 benefits may be applied to all employees of the agency.

10 2. Beyond the minimum standards listed in B. the
11 appointing authority may adopt an optional leave of absence
12 policy to the extent allowed in C.

13 3. Agencies without an exclusive representative that
14 adopt an optional leave policy beyond the minimum standards
15 listed in B. shall file a copy with the supervisor.

16 B. Minimum policy.

17 1. Jury or witness duty.

18 a. After notice to the appointing authority, any
19 employee under the Merit System shall be granted leave with pay
20 for service upon a jury or appearance before a court,
21 legislative committee, or other judicial or quasi-judicial body
22 as a witness in an action involving the Federal Government,
23 State of Minnesota, or a political subdivision thereof, in
24 response to a subpoena or other direction by proper authority.

25 b. At the option of the appointing authority the
26 employee may be required to turn over to the agency any per diem
27 payment received as a result of serving on a jury or as a
28 witness as described in a. Monies received as expenses shall be
29 kept by the employee.

30 c. Any absence, whether voluntary or in response to a
31 legal order to appear and testify in private litigation, not as
32 an employee of the county agency but as an individual, shall be
33 taken as annual leave, as leave of absence without pay, or as a
34 deduction from authorized accumulated overtime.

35 2. Leaves of absence without pay. Any person holding a
36 permanent or probationary position in the classified service of

1 the Minnesota Merit System shall be granted a leave of absence
2 without pay on the grounds of sickness or disability and may be
3 granted a leave of absence without pay for other good or
4 sufficient reasons, provided that no such leave shall exceed one
5 year. Disabilities caused or contributed to by pregnancy,
6 miscarriage, abortion, childbirth, and recovery therefrom are,
7 for all job-related purposes, temporary disabilities and the
8 women so affected shall be treated the same as other persons who
9 are not so affected, but who are similar in their ability or
10 inability to work. The appointing authority shall establish the
11 proof required of the existence of sickness or disability and
12 the continuance thereof during that one-year period. The
13 appointing authority may require that the employee produce
14 medical certification from a registered practicing physician
15 that the employee is fit for work before returning the employee
16 to the job. Any employee who is granted a leave of absence
17 without pay shall be accorded thereby an unqualified right to be
18 reinstated to the same position if the leave is for 60 calendar
19 days or less. An employee who is granted a leave of absence
20 without pay shall be accorded thereby an unqualified right to be
21 reinstated to a position in the same class at the expiration of
22 leave, except that when all the positions in the class
23 previously held by that employee have been abolished, the name
24 of the employee shall be restored to the appropriate
25 reemployment register provided for in 12 MCAR S 2.503 D.5. If
26 all the positions in the class are filled, the least senior
27 employee in the class shall vacate his or her position subject
28 to any eligibility for layoff, transfer, or demotion that he or
29 she may have acquired under these rules. An employee on leave
30 of absence, with the approval of the appointing authority and
31 the supervisor, may be reinstated to his or her class before the
32 expiration of the leave in the same manner. Upon certification
33 by a registered practicing physician, the employee who is
34 physically or mentally capable of returning to work must comply
35 within ten working days or face termination. If such an
36 employee within the specified days cannot return to work, he or

1 she must notify the appointing authority and request an approval
2 for a leave of absence.

3 3. Vacation leave.

4 a. Upon the completion of six full months of
5 satisfactory service in the Merit System, vacation leave shall
6 accrue to a permanent, probationary, or trainee employee for
7 time served at the rate of one working day for each full month
8 of service. No vacation leave shall be accrued or granted
9 during the first six months of service in the Merit System, but
10 upon the satisfactory completion of such period, vacation leave
11 shall accrue to a permanent, probationary, or trainee employee
12 for the time served. Limited term and provisional employees
13 with less than six full months of service and emergency
14 employees shall not accrue vacation leave. Provisional
15 employees with more than six months of service shall accrue
16 vacation leave. Unused vacation leave shall accumulate to a
17 total of at least 24 working days. The county agency shall
18 determine the time at which vacation leave may be taken.
19 Vacation leave may not be used prior to completion of the period
20 in which it is accrued. Part time employees shall accrue
21 vacation leave on a pro-rated basis based on hours worked in
22 accordance with a schedule prepared by the appointing authority.

23 b. Vacation leave shall not accrue to an employee
24 while in a non-pay status, except to employees on military leave.

25 c. A permanent employee who is transferred or promoted
26 from one county agency to another shall be paid by the former
27 agency for the number of working days of accrued but unused
28 vacation leave unless the new agency, upon the request of the
29 employee, agrees to accept all or a portion of the employee's
30 accrued but unused vacation leave.

31 d. Any permanent, probationary, provisional, or
32 trainee employee with six full months of satisfactory service in
33 the Merit System who is separated by layoff, resignation, death,
34 or otherwise, shall be paid for the number of working days of
35 unused vacation leave accrued to his credit.

36 4. Sick leave.

1 a. Every permanent, probationary, provisional,
2 limited-term and trainee employee shall accrue sick leave at the
3 rate of one working day for each completed month of service, and
4 such accrued sick leave may be used under the conditions
5 hereinafter prescribed:

6 Absence necessitated by an employee's inability to perform
7 the duties of his or her position by reason of illness or
8 injury, by necessity for medical or dental care, by reason of
9 prenatal and postnatal care, by exposure to contagious disease
10 under circumstances in which the health of the employees with
11 whom associated or members of the public necessarily dealt with
12 would be endangered by attendance on duty, or by illness in the
13 employee's immediate family, for such period as shall be
14 necessary. The term "immediate family" shall be limited to the
15 employee's spouse, minor children, or parent living in the
16 household of the employee when the parent has no other person to
17 provide the necessary nursing care, ~~living in the household of~~
18 ~~the employee.~~ Within the discretion of the appointing
19 authority, use of sick leave also may be authorized in cases of
20 death of the spouse, children, and wards of the employee and the
21 brothers, sisters, parents, or grandparents of either the
22 employee or the employee's spouse.

23 b. Unused sick leave shall accumulate to a total of at
24 least 100 working days.

25 c. Sick leave with pay shall not accrue to emergency,
26 hourly, or per diem employees.

27 d. Sick leave shall not accumulate to an employee
28 while in a non-pay status, except employees on military leave.

29 e. Sick leave during vacation leave: When sickness
30 occurs within a period of vacation leave, the period of illness
31 may, on presentation of a report from a registered practicing
32 physician, be charged as sick leave and the charge against
33 vacation leave reduced accordingly.

34 f. The appointing authority may require the employee
35 to produce medical certification from a registered practicing
36 physician attesting to the need for sick leave or attesting that

1 the employee is fit to return to work.

2 g. A former Merit System employee who is reinstated or
3 reemployed in accordance with Merit System rules, except as a
4 provisional or emergency appointee, may have previously
5 accumulated and unused balance of sick leave revived and placed
6 to the employee's credit upon approval of the new appointing
7 authority.

8 h. A permanent or probationary employee who is
9 transferred or promoted from one appointing authority to another
10 may be granted credit in the new agency for all previously
11 accrued but unused sick leave.

12 i. Sick leave may not be used prior to completion of
13 the period in which it is accrued. Part-time employees shall
14 accrue sick leave on a pro-rated basis based on hours worked in
15 accordance with a schedule prepared by the appointing authority.

16 5. Military leave. Employees who are in service in the
17 armed forces of the state or the United States shall be entitled
18 to leave of absence as provided for by Minn. Stat. S 192.261.

19 6. Record of leaves. Each appointing authority shall
20 maintain a record of leaves with pay granted to employees.

21 7. Holidays.

22 a. Full time permanent, probationary, provisional,
23 limited-term, and trainee employees whose normally scheduled
24 work day falls on a holiday listed below shall receive time off
25 with pay. Compensatory time off shall be allowed for work done
26 on these days except when payment is received. Emergency
27 employees are not eligible for holiday pay. The following days
28 are holidays:

29 New Year's Day--January 1

30 Lincoln's and Washington's Birthday--the third Monday in
31 February

32 Memorial Day--the last Monday in May

33 Independence Day--July 4

34 Labor Day--the first Monday in September

35 Veteran's Day--November 11

36 Thanksgiving Day--the fourth Thursday in November

1 Christmas Day--December 25

2 Appointing authorities may designate one or both of the
3 following as holidays:

4 Christopher Columbus Day--the second Monday in October
5 Friday after Thanksgiving

6 b. When New Year's Day, Independence Day, Veteran's
7 Day, or Christmas Day falls on Sunday, the following Monday
8 shall be a holiday. When New Year's Day, Independence Day,
9 Veteran's Day, or Christmas Day falls on Saturday the preceding
10 Friday shall be a holiday.

11 c. Holidays which occur within the employee's vacation
12 or sick leave period shall not be charged to the employee's
13 vacation or sick leave time.

14 d. Employees must be on the payroll on the work day
15 immediately preceding and the work day immediately following a
16 holiday to be eligible for such holiday. For the purpose of
17 determining eligibility for holiday pay, "on the payroll" means
18 those who are in pay status.

19 e. Employees who work less than full-time or
20 intermittent employees shall be compensated for holidays on a
21 pro-rated basis in accordance with a schedule prepared by the
22 appointing authority and approved by the supervisor.

23 C. Optional policy.

24 1.-3. [Unchanged.]

25 4. Educational leave.

26 a. Educational leave, with or without pay, may be
27 granted for a period not to exceed two years to any permanent or
28 probationary employee. Such leave shall be for work-related
29 programs which are in the best interest of the agency and
30 consistent with the agency's training and staff development plan
31 approved by the Department of Public Welfare Staff Development
32 Director. Such leave shall otherwise be subject to A.3. The
33 appointing authority may allow the employee to continue to
34 accrue eligibility for merit increases, as in 12 MCAR S 2.494
35 G., and the merit increase may be granted at the same time the
36 increase would have been granted, but for the leave of absence.

1 Educational leave with pay shall be approved by the supervisor
2 prior to authorization.

3 12 MCAR S 2.5081 Appeals and hearings.

4 A. General provisions.

5 1. The council or appeal board or referee appointed by
6 the council shall hear all appeals under this rule.

7 2. A written notice of appeal, specifying the reason or
8 reasons for the appeal, must be submitted to the supervisor
9 within 30 days of the action appealed or within 30 days of the
10 date notification of the action was mailed to the affected
11 party, whichever is later.

12 3. Except for appeals under D., the supervisor shall
13 reply to the appeal, interpreting the Merit System rules and
14 applicable law relative to the issues in the appeal. All
15 affected parties will receive copies of the response.

16 4. Any affected party who is dissatisfied with the
17 supervisor's resolution may appeal that resolution and the
18 appeal will be placed on the agenda of the next council meeting.

19 5. Any permanent employee under a collective bargaining
20 agreement who appeals a dismissal, suspension, or a reduction in
21 pay or position under the provisions of a grievance procedure in
22 such agreement may not subsequently appeal the same action to
23 the council.

24 6. All decisions shall be given within a reasonable time
25 following the hearing and shall be in writing. Copies shall be
26 sent to all parties involved and the Merit System where final
27 decisions are made by the appointing authority.

28 7. Appeals under B., C., and F. shall be pursuant to the
29 -----
30 Administrative Procedure Act, Minn. Stat. ch. 15, and contested
31 -----
32 case rules 9 MCAR SS 2.201-2.299 of the Office of Administrative
33 -----
34 Hearings.

35 B. Appeals from selection and appointment procedures.

36 1. Any applicant may appeal a rejection of his or her
application based on qualifications or removal from a register
for reasons specified in 12 MCAR S 2.497 D. The council shall
review the reasonableness of the rejection or removal.

1 2. Any applicant who has taken an examination may appeal
2 for review of the rating procedures in any part of the
3 examination. The council shall review the rating procedures in
4 order to determine whether they have been applied equally and
5 fairly to all applicants.

6 3. Decisions of the council regarding appeals under 1.
7 and 2. shall be final.

8 4. Admission to an examination, restoration to a
9 register, or correction of an examination rating resulting from
10 an appeal shall not affect a certification or appointment that
11 may have already been made.

12 C. Appeal from allocation. Any employee or appointing
13 authority may appeal the allocation of a position. The council
14 shall review all facts relating to the allocation and make a
15 recommendation to the commissioner. The commissioner's decision
16 shall be final.

17 D. Appeal from dismissal, suspension, or demotion.

18 1. Any permanent employee who has not appealed under the
19 provisions of a grievance procedure contained in a collective
20 bargaining agreement may appeal any dismissal, suspension of
21 more than five consecutive working days or ten working days in a
22 calendar year, or reduction in pay or position to the council.
23 The council shall review the action for compliance with the
24 procedural requirements of 12 MCAR S 2.503 B-2- and whether ~~or~~
25 not the action was taken for just cause.

26 2. The hearing shall be held within 30 days of when the
27 appeal is received by the supervisor.

28 3. After the hearing, the council shall make a
29 recommendation to the appointing authority. Within 30 days of
30 receiving the recommendation, the appointing authority shall
31 make the final decision.

32 4. Any veteran covered under the provisions of Minn.
33 Stat. S 197.46 shall not be removed except for incompetency or
34 misconduct shown after a hearing upon due written notice which
35 includes a statement of charges.

36 E. Appeal from denial of merit increase.

1 1. Any permanent employee of an appointing authority with
2 an established policy of granting merit increases who has not
3 received a merit increase for a 12 month period and who is
4 denied a merit increase may appeal the denial if the reasons
5 given for the denial do not reflect on the merit of the
6 employee's performance. The council shall initially determine
7 whether or not such reasons are given. If so, the appeal shall
8 be denied. If not, the council shall take testimony regarding
9 the performance of the employee. Both the appointing authority
10 and the employee shall have the right to present witnesses and
11 give evidence.

12 2. The council shall recommend the appointing authority
13 either grant or deny the merit increase. The appointing
14 authority shall make the final decision.

15 F. Other appeals. Any employee or appointing authority
16 affected by action taken in the administration of 12 MCAR SS
17 2.490-2.841 may appeal the action. The council shall review the
18 action for compliance with the rules of the Minnesota Merit
19 System and applicable law and shall recommend to the
20 commissioner remedial action it may deem warranted. The
21 commissioner's action shall be final.

22 12 MCAR S 2.517 Salary computation provisions for full and
23 part-time employment, vacation and sick leave pay upon
24 termination, partial pay periods, overtime pay and part payment
25 from another source.

26 A. Pay periods. The length of pay periods is at the
27 discretion of the appointing authority but it may be negotiated
28 when there is an exclusive representative.

29 B. Full-time and part-time employment.

30 1. All rates prescribed in 12 MCAR SS 2.840 and 2.841
31 shall be standard rates for full-time employees except as
32 otherwise negotiated for employees in a bargaining unit in
33 agencies where there is an exclusive representative or under the
34 provisions of 12 MCAR S 2.494 F.2.c. If employment in a
35 position is on a part-time or intermittent basis, only the
36 proportional part of the rate for the time actually employed

1 shall be paid. Such time may be paid on an hourly, working day
2 or proportion of a month basis. The agencies using 12 MCAR S
3 2.840 shall use the table prepared in accordance with 12 MCAR S
4 2.841 in computing such payment.

5 2. Those agencies with an exclusive representative who
6 negotiate different salary schedules from those shown in 12 MCAR
7 S 2.840 under the provisions of 1. or those agencies operating
8 under the provisions of 12 MCAR S 2.494 F.2.c. shall file within
9 ten days after the signing of the contract such schedules with
10 the supervisor. Attached thereto, shall be a table similar in
11 format, computation, and information to the table provided for
12 in 12 MCAR S 2.841. The table shall show monthly rates with
13 appropriate conversion to hourly rates and to daily rates based
14 on the number of working days and paid holidays in the month,
15 and payment by payroll period for full-time work if such payment
16 is made on other than a monthly basis.

17 C. Payment for less than a full payroll period. The amount
18 of salary paid for a period less than a full payroll period to
19 an employee shall be determined on the basis of the number of
20 hours or days the employee worked in the payroll period.
21 Agencies shall use the table provided for in 12 MCAR S 2.841 in
22 computing this salary. Those agencies with an exclusive
23 representative who have negotiated different salary schedules
24 and those agencies operating under the provisions of 12 MCAR S
25 2.494 F.2.c. shall use their table prepared in accordance with
26 12 MCAR S 2.841 in computing this salary.

27 D. Part payment from another source. When part of the
28 compensation of a county welfare or human service employee
29 regularly is paid from another source, such as federal, state,
30 city or county governmental departments, or from a different
31 fund or account outside the control of the appointing authority,
32 the total salary from all governmental sources combined shall
33 not exceed the amount payable at the maximum rate for the class
34 of position involved on the compensation plan adopted by the
35 agency.

36 E. Compensation for vacation or sick leave or both upon

1 separation.

2 1. An employee, who has permanent status in the county
3 agency in some class, who is separated from the agency shall be
4 paid for accumulated, unused vacation leave in accordance with
5 12 MCAR S 2.504 B.3.d. on the basis of the appropriate daily or
6 hourly rate as shown on the table prepared in accordance with 12
7 MCAR S 2.841. This is illustrated by the following examples:

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

13 An employee who earns \$844 a month and is paid on a monthly
14 basis works 8 days in the month which has 22 working days in it
15 and terminates her employment. She has 11 days of vacation
16 accumulated. Daily rates of \$38.36 (for 22 day month) X 19 days
17 (8 regular working days plus 11 days of vacation) = \$727.70.

18 12 MCAR S 2.518 Appointment, promotions, demotions, transfers,
19 and reinstatements.

20 A. Appointment.

21 1. The entrance salary for the original appointment,
22 provisional appointment, or emergency appointment of a new
23 employee shall be at the minimum salary for the class of
24 positions to which he is appointed, except when appointments are
25 permitted above the minimum in accordance with 12 MCAR S 2.494 E.

26 2. An employee who is provisionally employed at a rate of
27 pay higher than the minimum of the range prescribed for the
28 class shall not be reduced in pay at the time of appointment
29 from a register to the class.

30 B. Promotions.

31 1. An employee who is promoted shall have his or her
32 salary raised to the minimum rate of pay for the new class. If
33 his or her salary before promotion falls within the range of the
34 new class but not on any step within that range, the salary
35 shall be adjusted to the next higher step.

36 2. An employee granted a salary increase after having

1 been promoted may be permitted to retain that increase when
 2 returned to a lower class, if the salary paid does not exceed
 3 the maximum salary for the lower class.

4 C. Demotions. An employee who is demoted except in
 5 accordance with 12 MCAR S 2.493 D. and whose salary is above the
 6 maximum rate for the lower class shall be reduced in salary to
 7 at least the maximum rate for the new class. If the former
 8 salary is within the salary range for the lower class, the same
 9 salary may be continued. An employee whose position is
 10 reclassified downward in accordance with 12 MCAR S 2.493 D. and
 11 remains in the same position may retain his or her former salary
 12 if it is above the maximum salary rate for the lower class but
 13 shall be ineligible to receive any further increases except
 14 those subsequently provided in the new classification.

15 D. Transfers. An employee who is transferred may be paid
 16 the same salary that he received prior to transfer. If an
 17 employee's salary prior to transfer falls within the salary
 18 range of the class to which the employee is transferring but not
 19 on a salary step in that range, the employee's salary may be
 20 increased to the next higher step in the range but it shall not
 21 be lowered.

22 E. Reinstatements. A former employee who is reinstated or
 23 reemployed may be paid the same salary rate that he last
 24 received in the same class of position if it coincides with a
 25 step on the current salary range for the class, or if it does
 26 not coincide, at the next higher step.

27 ~~12 MCAR S 2.578 Financial Assistance Supervisor I-~~

28 ~~D. Minimum qualifications of education and experience. A~~
 29 ~~Financial Assistance Supervisor I shall have-~~

30 ~~1. Three years of experience as either a Financial Worker~~
 31 ~~I or II, or the equivalent, or~~

32 ~~2. Two years of experience as either a Financial Worker I~~
 33 ~~or II, or the equivalent, and completion of two years of study~~
 34 ~~at an accredited two or four-year college, with emphasis in the~~
 35 ~~behavioral sciences, business, or closely related subjects with~~
 36 ~~at least 23 quarter credits or 16 semester credits, or~~

1 3- Eighteen months of experience as either a Financial
2 Worker I or II, or the equivalent, and completion of a
3 bachelor's degree from an accredited four-year college or
4 similar institution with a major in the behavioral sciences,
5 business or closely related subjects.

6 12 MCAR S 2-579 Financial Assistance Supervisor II-

7 D- Minimum qualifications of education and experience- A
8 Financial Assistance Supervisor II shall have-

9 1- Four years of experience as a Financial Worker I or
10 II, or

11 2- Three years of experience either as a Financial Worker
12 I or II, or the equivalent, and completion of two years of study
13 at an accredited two-year or four-year college, with emphasis in
14 the behavioral sciences, business, or closely related subjects,
15 with at least 23 quarter credits or 16 semester credits, or

16 3- Two years of experience as a Financial Worker I or II,
17 and a bachelor's degree in social work, psychology, sociology,
18 business, or closely related subjects.

19 12 MCAR S 2-590 Financial Assistance Supervisor III-

20 D- Minimum qualifications of education and experience- A
21 Financial Assistance Supervisor III shall have-

22 1- Graduated from an accredited four-year college, with a
23 major in social work, psychology, sociology, business
24 administration, public administration, or related fields, and
25 five years of experience as a Financial Worker, or equivalent,
26 three years of which must have been at the Financial Worker II,
27 or Senior level, or

28 2- Graduated from an accredited four-year college, with a
29 major in social work, psychology, sociology, business
30 administration, public administration or related fields, and
31 four years of experience as either a social worker in a public
32 social service agency or as a Financial Assistance Supervisor-

33 When taking a promotional examination for this position,
34 completion of any four-year degree from an accredited college
35 will substitute for the bachelor's degree requirement. On a

1 promotional basis, one year of experience as a social worker or
2 Financial Assistance Supervisor may be substituted for two years
3 of college.

4 12 MCAR S 2-591 Financial Assistance Supervisor IV.

5 D- Minimum qualifications of education and experience.

6 1- A Financial Assistance Supervisor IV shall have
7 graduated from an accredited four-year college with a major in
8 social work, psychology, sociology, business administration,
9 public administration or related fields, and three years of
10 experience as a Financial Assistance Supervisor III, or
11 equivalent level of experience.

12 2- When taking a promotional examination for this
13 position, completion of any four-year degree from an accredited
14 college will substitute for the bachelor's degree requirement.

15 3- Master's degree level work in social work, psychology,
16 sociology, human services administration, business
17 administration, public administration or related fields may be
18 substituted for the experience on a year-for-year basis, not to
19 exceed two years.

20 12 MCAR S 2-623 Financial Assistance Specialist.

21 D- Minimum qualifications of education and experience. A

22 Financial Assistance Specialist shall have.

23 1- Two years of successful experience as either a
24 Financial Worker I or II, or the equivalent,

25 2- Eighteen months of successful experience as either a
26 Financial Worker I or II, or the equivalent, and completion of
27 two years of study at an accredited two-year or four-year
28 college, or similar institution, with emphasis in the behavioral
29 sciences, business, or closely related subjects with at least 23
30 quarter credits or 16 semester credits, or

31 3- One year of successful experience as either a
32 Financial Worker I or II, or the equivalent, and completion of a
33 bachelor's degree from an accredited four-year college or
34 similar institution with a major in the behavioral sciences,
35 business, or closely related subjects.

1 12 MCAR S 2-720 Fiscal Officer.

2 A. Kind of work. Under general supervision, a Fiscal
3 Officer is responsible for the maintenance of financial records
4 and accounts, preparation of budget estimates and periodic
5 financial and statistical reports in a small county welfare or
6 human services agency or supervision of the work of a small
7 number of accounting and clerical employees in the maintenance
8 of financial records and reports in a large county welfare or
9 human services agency, and performance of related work as
10 assigned.

11 The classification of a position will be determined by a
12 biennial classification study and will depend, in part, on the
13 size of the agency and the level of discretion of the incumbent.

14 B. Examples of work (illustrative only). Maintains ledgers.
15 Processes or approves processing of bills, requisitions, and
16 receipts. Prepares financial reports. Prepares or assists in
17 the preparation of the agency budget. Develops new procedures
18 when changes in state or county policies or programs occur
19 affecting fiscal matters. Prepares Merit System forms and
20 maintains personnel records. May order supplies and maintains
21 an inventory of supplies. Prepares payrolls. May assign and
22 supervise work of account clerks or clerical employees assigned
23 to the accounting unit. Trains new accounting employees.
24 Analyzes and interprets fiscal reports so that the information
25 is available in useful form. Develops and maintains control
26 procedures for handling of cash.

27 C. Knowledges and abilities required.

28 1. Knowledge of accounting practices and procedures.
29 Knowledge of business arithmetic. Knowledge of the principles
30 of budgeting and accounting. Knowledge of the principles of
31 supervision. Knowledge of the principles of office management.
32 Knowledge of office procedures and practices and of uses of
33 standard office equipment.

34 2. Ability to accept responsibility. Ability to plan,
35 organize, and assign work. Ability to analyze work flow
36 problems and to design procedures. Ability to perform detailed

1 work rapidly and accurately. Ability to analyze financial
 2 records and reports, locate errors, and recommend solutions to
 3 procedural or other problems. Ability to interpret bookkeeping
 4 records and documents, and prepare information in summary form.
 5 Ability to maintain satisfactory working relationships with
 6 professional and clerical staff and with the public. Ability to
 7 maintain confidentiality.

8 D. Minimum qualifications of education and experience. A
 9 Fiscal Officer shall have:

10 1. A high school degree, or the equivalent, and shall
 11 have completed two years of training in bookkeeping or
 12 accounting courses in a business school, college or university
 13 and one year of experience as an account clerk or bookkeeper,

14 2. One year of experience as an account clerk or
 15 bookkeeper may be substituted for each year of college
 16 coursework, or

17 3. Any combination of the above experience and education.

18 12 MCAR S 2-721 Fiscal Supervisor I-

19 A. Kind of work. Under general supervision, a Fiscal
 20 Supervisor I is responsible for the maintenance of financial
 21 records and accounts, preparation of budget estimates and
 22 periodic financial and statistical reports in a medium sized
 23 county welfare or human services agency or supervision of
 24 accounting and clerical employees in the maintenance of
 25 financial records and reports in a large urban county welfare or
 26 human services agency, and performance of related work as
 27 assigned.

28 The classification of a position will be determined by a
 29 biennial classification study and will depend, in part, on the
 30 size of the agency and level of discretion of the incumbent.

31 B. Examples of work (illustrative only). Maintains ledgers.
 32 Processes or approves processing of bills, requisitions, and
 33 receipts. Prepares financial reports. Prepares or assists in
 34 the preparation of the agency budget. Develops new procedures
 35 when changes in state or county policies or programs occur
 36 affecting fiscal matters. Prepares Merit System forms and

1 maintains personnel records. May order office supplies and
 2 maintains an inventory of supplies. Prepares payrolls. Analyzes
 3 and interprets fiscal reports so that the information is
 4 available in useful form. Assigns and supervises work of
 5 accounting clerks or clerical employees assigned to the
 6 accounting staff. Trains new accounting employees. Evaluates
 7 staff performance. Develops and maintains control procedures
 8 for handling of cash.

9 C. Knowledge and abilities required.

10 1. Knowledge of accounting practices and procedures.

11 Knowledge of business arithmetic. Knowledge of the principles
 12 of budgeting and accounting. Knowledge of the principles of
 13 office management. Knowledge of the principles of supervision.
 14 Knowledge of office procedures and practices and uses of
 15 standard office equipment.

16 2. Ability to accept responsibility. Ability to analyze

17 work-flow problems and to design and implement procedures to
 18 increase effectiveness and efficiency of employees. Ability to
 19 prepare and interpret complex fiscal reports and records,
 20 recognize problems and effect solutions. Ability to plan,
 21 organize, and assign work. Ability to perform detailed work
 22 rapidly and accurately. Ability to write and speak effectively.
 23 Ability to maintain satisfactory working relationships with
 24 professional and clerical staff and with the public. Ability to
 25 maintain confidentiality.

26 D. Minimum qualifications of education and experience. A

27 Fiscal Supervisor I shall have.

28 1. A high school degree, or the equivalent, and
 29 completion of two years of training in bookkeeping or accounting
 30 courses in a business school, college, or university, and two
 31 years of experience as an account clerk or bookkeeper, or

32 2. One year of account clerk or bookkeeper experience may
 33 be substituted for each year of college coursework, or

34 3. Any combination of the above experience and education.

35 12 MCAR S 2-722 Fiscal Supervisor II.

36 A. Kind of work: Under general supervision, a Fiscal

1 Supervisor II directs the maintenance of all financial records
 2 and accounts in a medium or large county welfare or human
 3 services agency; supervises the preparation of periodic
 4 financial and statistical reports; prepares agency budget
 5 estimates and expenditures reports; and performs related work as
 6 assigned.

7 The classification of a position will be determined by a
 8 biennial classification study and will depend, in part, on the
 9 size of the agency and level of discretion of the incumbent.

10 B. Examples of work (illustrative only)- Maintains ledgers.
 11 Compiles difficult and complex financial and statistical reports.
 12 Processes or approves processing of bills, requisitions, and
 13 receipts. Projects program costs for the agency and prepares or
 14 assists in the preparation of the agency budget. Prepares
 15 payrolls. May order office supplies and maintain an inventory
 16 of supplies. Develops new procedures when changes in state or
 17 county policies or programs occur affecting fiscal matters.
 18 Prepares Merit System forms and maintains personnel records.
 19 Assigns and supervises work of account clerks or clerical
 20 employees assigned to the accounting staff. Trains new
 21 accounting employees. Analyzes and interprets complex fiscal
 22 reports so that the information is available in useful form.
 23 Evaluates staff performance. Develops and maintains control
 24 procedures for handling of cash.

25 C. Knowledge and abilities required-

26 1. Knowledge of accounting practices and procedures.
 27 Knowledge of business arithmetic. Knowledge of principles of
 28 budgeting and accounting. Knowledge of principles of office
 29 management. Knowledge of the principles of supervision.
 30 Knowledge of office procedures and practices and of use of
 31 standard office equipment.

32 2. Ability to accept responsibility. Ability to
 33 effectively plan, organize, and assign work. Ability to analyze
 34 work flow problems and to design and implement procedures to
 35 increase effectiveness and efficiency of employees. Ability to
 36 perform detailed work rapidly and accurately. Ability to

1 prepare and interpret complex fiscal reports and records,
 2 recognize problems, and effect solutions. Ability to write and
 3 speak effectively. Ability to maintain satisfactory working
 4 relationships with professional and clerical staff and the
 5 public. Ability to maintain confidentiality.

6 D. Minimum qualifications of education and experience.

7 1. A Fiscal Supervisor II must have a high school degree,
 8 or the equivalent, and two years of training in bookkeeping or
 9 accounting courses in a business school, college, or university,
 10 and three years of experience in accounting or auditing.

11 2. One year of experience in accounting or auditing may be
 12 substituted for each year of college coursework, up to a maximum
 13 of two years.

14 12 MCAR S 2-723 Fiscal Supervisor III.

15 A. Kind of work. Under general supervision, a Fiscal
 16 Supervisor III directs the maintenance of financial records and
 17 accounts in a large county welfare or human services agency,
 18 prepares agency budget estimates and expenditure reports, and
 19 performs related work as assigned.

20 The classification of a position will be determined by a
 21 biennial classification study and will depend, in part, on the
 22 size of the agency and the level of discretion of the incumbent.

23 B. Examples of work (illustrative only). Assigns and
 24 supervises the work of account clerks or clerical employees
 25 assigned to the accounting unit. Supervises the disbursing of
 26 aid and payroll warrants and expense vouchers. Maintains
 27 ledgers. Compiles difficult and complex financial and
 28 statistical reports. Projects program costs for the agency.
 29 Trains new employees. Evaluates staff performance. Prepares or
 30 assists in the preparation of the agency budget. Develops new
 31 procedures when changes in state or county policies or programs
 32 occur which affect fiscal matters. Coordinates agency's
 33 purchasing so that all purchases are made within county and
 34 agency requirements. Plans and directs the computerization of
 35 systems applied to fiscal services to ensure efficient operation.

36 C. Knowledge and abilities required.

1 1- Knowledge of the principles of budgeting. Knowledge
 2 of the principles and practices of accounting. Knowledge of the
 3 principles of office management. Knowledge of the principles of
 4 supervision. Knowledge of office procedures, practices, and
 5 uses of standard office equipment.

6 2- Ability to accept responsibility. Ability to
 7 effectively plan, organize, and assign work. Ability to analyze
 8 work-flow problems and to design and implement procedures to
 9 increase effectiveness and efficiency of employees. Ability to
 10 write and speak effectively. Ability to prepare and interpret
 11 complex fiscal records and reports, recognize problems, and
 12 effect solutions. Ability to supervise. Ability to maintain
 13 satisfactory working relationships with staff members and with
 14 the public.

15 D- Minimum qualifications of education and experience. A
 16 Fiscal Supervisor III shall have-

17 1- Graduated from an accredited four-year college, with a
 18 major in accounting or a closely related business field, or
 19 2- Graduated from a standard high school and have five
 20 years of successful full-time paid employment involving work in
 21 accounting and auditing.

22 12 MCAR S 2-724 Fiscal Supervisor IV:

23 A- Kind of work: Under general supervision, a Fiscal
 24 Supervisor IV performs professional accounting work and
 25 supervises a large staff of accounting, clerical, and data
 26 processing personnel in maintaining the financial records and
 27 reports of a large county welfare or human services department,
 28 supervises the maintenance of internal record-keeping procedures
 29 in relation to the purpose and functions of the agency, and
 30 performs related work as assigned.

31 The classification of a position will be determined by a
 32 biennial classification study and will depend, in part, on the
 33 size of the agency and the level of discretion of the incumbent.

34 B- Examples of work (illustrative only): Participates in
 35 the development of agency procedures relating to transmittal of
 36 information about financial actions in welfare cases. Plans and

1 installs internal procedures in the accounting department.
 2 Supervises the operations of the several functional units within
 3 the accounting department, including the data processing
 4 section. Performs the more difficult and complex accounting
 5 entries, transactions, and reconciliations. Prepares operating
 6 statements, major periodic reports, and special reports as
 7 requested. Prepares or assists in preparing agency budget.
 8 Selects personnel for the accounting departments and evaluates
 9 the performance of staff members. Coordinates agency's
 10 purchasing so that all purchases are made within county and
 11 agency requirements. Develops new procedures when changes in
 12 state or county policies or programs occur which affect fiscal
 13 matters.

14 C- Knowledge and abilities required-

15 1- Knowledge of the principles and practices of
 16 governmental accounting. Knowledge of office procedures,
 17 practices, and equipment. Knowledge of the uses and
 18 applications of data processing equipment. Knowledge of
 19 accounting theory and approved practices of fiscal management.
 20 Knowledge of the scope and purposes of agency operations.

21 2- Ability to plan, assign, and coordinate the work of a
 22 large number of employees. Ability to maintain good working
 23 relationships with staff members and other departments of the
 24 agency. Ability to direct and supervise the work of others.
 25 Ability to write and speak effectively. Ability to prepare and
 26 interpret complex fiscal records and reports, recognize problems
 27 and effect solutions. Ability to implement procedures to
 28 increase effectiveness and efficiency of employees.

29 D- Minimum qualifications of education and experience. A
 30 Fiscal Supervisor IV shall have graduated from an accredited
 31 four-year college with a major in accounting or business
 32 administration, and shall have three years of full-time paid
 33 experience as an accountant or auditor.

34 12 MCAR S 2-729 Accounting Technician-

35 A- Kind of work: Under general supervision, an Accounting
 36 Technician does accounting work in a county welfare or human

1 services agency, acts as a lead worker to other accounting staff
2 and may supervise account clerks or clerk typists, and performs
3 related work as assigned. The major difference between this
4 classification and the Account Clerk classification is the
5 greater emphasis on recognizing errors or problems and
6 recommending alternative solutions, and less emphasis on
7 transactional matters.

8 B. Examples of work: (illustrative only) Journalize and
9 summarize receipts and disbursements for general ledger. Monitor
10 expenditures according to state, federal, and county regulations
11 and guidelines. Correct or reconcile audit discrepancies. May
12 perform more responsible payroll functions including payment for
13 less than full-time employees. Assist supervisor of accounting
14 unit with preparation of the budget. Complete reports to the
15 state, including reports required for federal and state
16 administrative reimbursement. Provide lead work direction to
17 other bookkeeping and clerical employees which includes
18 assigning and reviewing work and having input into performance
19 evaluations of workers. Investigate errors or problems in the
20 processing of fiscal transactions and recommend changes in
21 procedures.

22 C. Knowledge and abilities required: Knowledge of
23 accounting principles and practices. Knowledge of office
24 terminology, procedures, and equipment. Knowledge of business
25 arithmetic and simple mathematics. Ability to perform
26 mathematical computations. Ability to follow written and oral
27 detailed instructions. Ability to interpret bookkeeping records
28 and documents and prepare information in summary form. Ability
29 to understand fiscal procedural and transactional practices.
30 Ability to analyze financial records and reports, locate errors
31 and recommend solutions to procedural or other problems. Ability
32 to maintain effective working relationships with supervisors,
33 co-workers, and the public. Ability to operate a variety of
34 office equipment. Ability to organize work efficiently. Ability
35 to perform detailed work with speed and accuracy. Ability to
36 work under pressure and willingness to accept responsibility for

1 meeting deadlines-

2 D- Minimum qualifications of education and experience-

3 1- An Accounting Technician must have a high school
4 diploma or the equivalent, and two years of experience as an
5 account clerk or bookkeeper-

6 2- Completion of college coursework, vocational school,
7 or business school in accounting may be substituted on a
8 year-for-year basis for the account clerk or bookkeeping
9 experience-

10 SUB-CHAPTER D - COMPENSATION PLAN

11 12 MCAR S 2.840 Compensation plan; Public Welfare - 1981 1982

12 A. Professional

13 1. Plan A. The following salary steps in monthly salary
14 amounts shall be applicable to the specified classes of
15 positions. The salary steps shall not include any amounts paid
16 by any county welfare board under Minn. Stat. S 471.61.

	1	2	3	4	5	6	7	8	9	10
17 Adm. Asst. I	1583	1656	1734	1814	1894	1982	2068	2163	2264	2366
18										
19 Adm. Asst. II	1734	1814	1894	1982	2068	2163	2264	2366	2475	2584
20										
21 Adm. Asst. III	2026	2117	2213	2316	2421	2532	2645	2770	2897	
22										
23 Adm. Services	2117	2213	2316	2421	2532	2645	2770	2897	3028	
24										
25 Director										
26										
27										
28 Adult Day Care	1299	1358	1420	1485	1549	1620	1696	1777	1854	1939
29 Center Supvr.										
30										
31 Asst. Human	2117	2213	2316	2421	2532	2645	2770	2897	3028	
32 Services										
33 Director										
34										
35 Asst. Welfare	2645	2770	2897	3028	3161	3299	3443	3600	3763	
36 Director										

1
2 Assoc. M.-&-P. 1241 1299 1358 1420
3 Analyst
4
5 Auditor 1549 1620 1696 1777 1854 1939 2026 2117 2213 2316
6
7 Center 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117
8 Coordinator
9
10 Chemical 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117
11 Dependency
12 Coord.
13
14 Collection 1516 1583 1656 1734 1814 1894 1982 2068 2163 2264
15 Services
16 Supvr. II
17
18 Community- 1583 1656 1734 1814 1894 1982 2068 2163 2264 2366
19 Health Serv.
20 Supvr.
21
22 Community- 1620 1696 1777 1854 1939 2026 2117 2213 2316
23 Rela. Spec.
24
25 Computer 1241 1299 1358 1420 1485 1549 1620
26 Programmer
27
28 Day Care 1583 1656 1734 1814 1894 1982 2068 2163 2264
29 Center Supvr.
30
31 Dev. Achieve- 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939
32 ment Center
33 Dir.
34
35 Dev. Achieve- 1187 1241 1299 1358 1420 1485 1549 1620 1696 1777
36 ment Center

1 Teacher
2
3 Dev. Disabil- 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939
4 ities Coord.
5
6 Dietitian 1241 1299 1358 1420 1485 1549 1620 1696 1777
7
8 Dir. Of Busi- 1894 1982 2068 2163 2264 2366 2475 2584
9 ness Mgmt. I
10
11 Dir. Of Busi- 2316 2421 2532 2645 2770 2897 3028 3161 3299
12 ness Mgmt. II
13
14 Dir. of Finan- 2117 2213 2316 2421 2532 2645 2770 2897 3028
15 cial Asst.
16
17 Dir. of 2117 2213 2316 2421 2532 2645 2770 2897 3028
18 Planning
19
20 Dir. of Pub. 1549 1620 1696 1777 1854 1939 2026 2117 2213
21 Hlth. Nurs. I
22
23 Dir. of Soc. 2117 2213 2316 2421 2532 2645 2770 2897 3028
24 Services
25
26 Dir. of Sup- 2117 2213 2316 2421 2532 2645 2770 2897 3028
27 port Services
28
29 Education 1485 1549 1620 1696 1777 1854 1939 2026 2117
30 Supervisor
31
32 Emp. Guid. 1187 1241 1299 1358 1420 1485 1549 1620 1696
33 Couns. I
34
35 Emp. Guid. 1241 1299 1358 1420 1485 1549 1620 1696 1777
36 Couns. II

1

2	Emp. Guid.	1299	1358	1420	1485	1549	1620	1696	1777	1854
3	Couns. III									
4										
5	Family Serv.	1358	1420	1485	1549	1620	1696	1777	1854	
6	Coord. II									
7										
8	Finan. Asst.	1583	1656	1734	1814	1894	1982	2068	2163	2264 2366
9	Supvr. III									
10										
11	Finan. Asst.	1734	1814	1894	1982	2068	2163	2264	2366	2475 2584
12	Supvr. IV									
13										
14	Fiscal Super-	1485	1549	1620	1696	1777	1854	1939	2026	2117
15	visor III									
16										
17	Fiscal Super-	1696	1777	1854	1939	2026	2117	2213	2316	2421 2532
18	visor IV									
19										
20	Home Care	1358	1420	1485	1549	1620	1696	1777	1854	
21	Coordinator									
22										
23	Homemaker	1485	1549	1620	1696	1777	1854	1939	2026	2117
24	Supervisor									
25										
26	Human Services	1894	1982	2068	2163	2264	2366	2475	2584	2708 2831
27	Dir. I									
28										
29	Human Services	2213	2316	2421	2532	2645	2770	2897	3028	3161
30	Dir. II									
31										
32	Human Services	2421	2532	2645	2770	2897	3028	3161	3299	3443
33	Dir. III									
34										
35	Human Services	1583	1656	1734	1814	1894	1982	2068	2163	2264 2366
36	Supvr. I									

1

2 Marriage 1549 1620 1696 1777 1854 1939 2026 2117 2213

3 Counselor

4

5 Med.-Care 1299 1358 1420 1485 1549 1620 1696 1777 1854

6 Advisor

7

8 Med.-Serv. 2117 2213 2316 2421 2532 2645 2770 2897

9 Adm.

10

11 Mental Health 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117

12 Worker

13

14 Meth.-&-Proc. 1452 1516 1583 1656 1734 1814 1894 1982 2068

15 Analyst

16

17 Meth.-&Proc. 1696 1777 1854 1939 2026 2117 2213 2316 2421

18 Supvr.

19

20 Nursing Care 1299 1358 1420 1485 1549 1620 1696 1777 1854

21 Advisor

22

23 Nutrition Proj. 1187 1241 1299 1358 1420 1485 1549 1620 1696 1777

24 Asst. Dir.

25

26 Nutrition 1583 1656 1734 1814 1894 1982 2068 2163 2264 2366

27 Proj. Dir.

28

29 Occupa. Supvr. 1136 1187 1241 1299 1358 1420 1485 1549 1620 1696

30 Inst. I

31

32 Occupa. Supvr. 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939

33 Inst. II

34

35 Office Manager 1187 1241 1299 1358 1420 1485 1549 1620 1696

36

1	Personnel	1187	1241	1299	1358	1420	1485	1549	1620	1696	1777
2	Officer										
3											
4	Personnel	1656	1734	1814	1894	1982	2068	2131	2264	2366	2475
5	Director							2163			
6								----			
7	Physical	1212	1269	1327	1387	1452	1516	1583	1656		
8	Therapist										
9											
10	Planner (Human	1485	1549	1620	1696	1777	1854	1939	2026	2117	
11	Services)										
12											
13	Policy/Program	1656	1734	1814	1894	1982	2068	2163	2264	2366	2475
14	Analyst										
15											
16	Programmer	1485	1549	1620	1696	1777	1854	1939	2026		
17	Analyst										
18											
19	Psychologist I	1420	1485	1549	1620	1696	1777	1854	1939	2026	
20											
21	Psychologist	1696	1777	1854	1939	2026	2117	2213	2316	2421	
22	II										
23											
24	Psychologist	1982	2068	2163	2264	2366	2475	2584	2708		
25	III										
26											
27	Psychologist	2163	2264	2366	2475	2584	2708	2831	2961		
28	IV										
29											
30	Pub. Health	1241	1299	1358	1420	1485	1549	1620	1696		
31	Educator I										
32											
33	Pub. Health	1549	1620	1696	1777	1854	1939	2026	2117		
34	Educator II										
35											
36	Public Health	1299	1358	1420	1485	1549	1620	1696			

1 Nurse

2

3 Pub. Hlth. 1358 1420 1485 1549 1620 1696 1777

4 Nurse (TeamLeader)

5

6 Registered 1241 1299 1358 1420 1485 1549

7 Nurse (A.A.

8 Deg., 3 yr.

9 Dip., or B.S.

10 Deg.)

11

12 Sanitarian I 1241 1299 1358 1420 1485

13

14 Sanitarian II 1358 1420 1485 1549 1620 1696 1777 1854

15

16 Sr. Pub. 1420 1485 1549 1620 1696 1777 1854

17 Health Nurse

18

19 Social Worker 1187 1241 1299 1358 1420 1485 1549 1620 1696 1777

20 I

21

22 Social Worker 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939

23 II

24

25 Social Worker 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117

26 III

27

28 Social Worker 1084

29 Trainee

30

31 Soc. Serv. 1583 1656 1734 1814 1894 1982 2068 2163 2264 2366

32 Supvr. I

33

34 Soc. Serv. 1734 1814 1894 1982 2068 2163 2264 2366 2475 2584

35 Supvr. II

36

1 Soc. Welf. 2026 2117 2213 2316 2421 2532 2645 2770 2897
2 Supvr. III
3
4 Soc. Welf. 1516 1583 1656 1734 1814 1894
5 Supvr. Trainee
6
7 Staff Trng. 1620 1696 1777 1854 1939 2026 2117 2213 2316
8 Supvr. I
9
10 Staff Trng. 1777 1854 1939 2026 2117 2213 2316 2421 2532
11 Supvr. II
12
13 Student Soc. Rate proposed by appointing authority.
14 Worker (Intern)
15
16 Student Soc. Rate proposed by appointing authority.
17 Worker (SWEP)
18
19 Systems Prog.- 1696 1777 1854 1939 2026 2117 2213 2316
20 Analyst
21
22 Trainee Rate proposed by appointing authority and
23 approved by the merit system supervisor and
24 the Commissioner of Public Welfare.
25
26 Vol.-Serv. 1187 1241 1299 1358 1420 1485 1549 1620 1696 1777
27 Coord. I
28
29 Vol.-Serv. 1485 1549 1620 1696 1777 1854 1939 2026 2117
30 Coord. II
31
32 Welfare 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708
33 Director I
34
35 Welfare 1982 2068 2163 2264 2366 2475 2584 2708 2831 2961
36 Director II

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Welfare 2213 2316 2421 2532 2645 2770 2897 3028 3161

Director III

Welfare 2421 2532 2645 2770 2897 3028 3161 3299 3443

Director IV

Welfare 3299 3443 3600 3763 3932 4108 4302 4486 4795

Director V

Work-Exp. & 1485 1549 1620 1696 1777 1854 1939 2026 2117

Trng. Spec.

2. Plan B. The following salary steps in monthly salary amounts shall be applicable to the specified classes of positions. The salary steps shall not include any amounts paid by any county welfare board under Minn. Stat. S 471.61.

1 2 3 4 5 6 7 8 9 10

Adm. Asst. I 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475

Adm. Asst. II 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708

Adm. Asst. III 2117 2213 2316 2421 2532 2645 2770 2897 3028

Adm. Services 2213 2316 2421 2532 2645 2770 2897 3028 3161

Director

Adult Day Care 1358 1420 1485 1549 1620 1696 1777 1854 1939 2026

Center Supvr.

Asst. Human 2117 2213 2316 2421 2532 2645 2770 2897 3028

Services

Director

Asst. Welfare 2645 2770 2897 3028 3161 3299 3443 3600 3763

1 Director
 2
 3 Assoc. M.-&-P. 1299 1358 1420 1485
 4 Analyst
 5
 6 Auditor 1620 1696 1777 1854 1939 2026 2117 2213 2316 2421
 7
 8 Center 1485 1549 1620 1696 1777 1854 1939 2026 2117 2213
 9 Coordinator
 10
 11 Chemical De- 1485 1549 1620 1696 1777 1854 1939 2026 2117 2213
 12 pendency Coord.
 13
 14 Collections 1583 1656 1734 1814 1894 1982 2068 2163 2264 2366
 15 Services
 16 Supvr. II
 17
 18 Community- 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475
 19 Health Serv.
 20 Supvr.
 21
 22 Community 1696 1777 1854 1939 2026 2117 2213 2316 2421
 23 Rela. Spec.
 24
 25 Computer 1299 1358 1420 1485 1549 1620 1696
 26 Programmer
 27
 28 Day Care 1656 1734 1814 1894 1982 2068 2163 2264 2366
 29 Center Supvr.
 30
 31 Dev. Achieve- 1358 1420 1485 1549 1620 1696 1777 1854 1939 2026
 32 ment Center
 33 Dir.
 34
 35 Dev. Achieve- 1241 1299 1358 1420 1485 1549 1620 1696 1777 1854
 36 ment Center

1 Teacher
 2
 3 Dev. Disabil- 1358 1420 1485 1549 1620 1696 1777 1854 1939 2026
 4 ities Coord.
 5
 6 Dietitian 1299 1358 1420 1485 1549 1620 1696 1777 1854
 7
 8 Dir. of Busi- 1894 1982 2068 2163 2264 2366 2475 2584
 9 ness Mgmt. I
 10
 11 Dir. of Busi- 2316 2421 2532 2645 2770 2897 3028 3161 3299
 12 ness Mgmt. II
 13
 14 Dir. of Finan- 2213 2316 2421 2532 2645 2770 2897 3028 3161
 15 cial Asst.
 16
 17 Dir. of 2213 2316 2421 2532 2645 2770 2897 3028 3161
 18 Planning
 19
 20 Dir. of Pub. 1620 1696 1777 1854 1939 2026 2117 2213 2316
 21 Hlth. Nurs. I
 22
 23 Dir. of Soc. 2213 2316 2421 2532 2645 2770 2897 3028 3161
 24 Services
 25
 26 Dir. of Sup- 2213 2316 2421 2532 2645 2770 2897 3028 3161
 27 port Services
 28
 29 Education 1549 1620 1696 1777 1854 1939 2026 2117 2213
 30 Supervisor
 31
 32 Emp. Guid. 1241 1299 1358 1420 1485 1549 1620 1696 1777
 33 Couns. I
 34
 35 Emp. Guid. 1299 1358 1420 1485 1549 1620 1696 1777 1854
 36 Couns. II

1

2 Emp. Guid. 1358 1420 1485 1549 1620 1696 1777 1854 1939

3 Couns. III

4

5 Family Service 1420 1485 1549 1620 1696 1777 1854 1939

6 Coord. II

7

8 Finan. Asst. 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475

9 Supvr. III

10

11 Finan. Asst. 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708

12 Supvr. IV

13

14 Fiscal Super- 1485 1549 1620 1696 1777 1854 1939 2026 2117

15 visor III

16

17 Fiscal Super- 1696 1777 1854 1939 2026 2117 2213 2316 2421 2532

18 visor IV

19

20 Home Care 1420 1485 1549 1620 1696 1777 1854 1939

21 Coordinator

22

23 Homemaker 1549 1620 1696 1777 1854 1939 2026 2117 2213

24 Supervisor

25

26 Human Services 1894 1982 2068 2163 2264 2366 2475 2584 2708 2831

27 Dir. I

28

29 Human Services 2213 2316 2421 2532 2645 2770 2897 3028 3161

30 Dir. II

31

32 Human Services 2421 2532 2645 2770 2897 3028 3161 3299 3443

33 Dir. III

34

35 Human Services 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475

36 Supvr. I

1

2 Marriage 1620 1696 1777 1854 1939 2026 2117 2213 2316

3 Counselor

4

5 Med.-Care 1358 1420 1485 1549 1620 1696 1777 1854 1939

6 Advisor

7

8 Med.-Serv. 2213 2316 2421 2532 2645 2770 2897 3028

9 Adm.

10

11 Mental Health 1485 1549 1620 1696 1777 1854 1939 2026 2117 2213

12 Worker

13 Meth.-&-Proc. 1516 1583 1656 1734 1814 1894 1982 2068 2163

14 Analyst

15

16 Meth.-&-Proc. 1777 1854 1939 2026 2117 2213 2316 2421 2532

17 Supvr.

18

19 Nursing Care 1358 1420 1485 1549 1620 1696 1777 1854 1939

20 Advisor

21

22 Nutrition Proj. 1241 1299 1358 1420 1485 1549 1620 1696 1777 1854

23 Asst. Dir.

24

25 Nutrition 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475

26 Proj. Dir.

27

28 Occupa. Supvr. 1187 1241 1299 1358 1420 1485 1549 1620 1696 1777

29 Inst. I

30

31 Occupa. Supvr. 1358 1420 1485 1549 1620 1696 1777 1854 1939 2026

32 Inst. II

33

34 Office 1241 1299 1358 1420 1485 1549 1620 1696 1777

35 Manager

36

1	Personnel	1241	1299	1358	1420	1485	1549	1620	1696	1777	1854
2	Officer										
3											
4	Personnel	1734	1814	1894	1982	2068	2163	2264	2366	2475	2584
5	Director										
6											
7	Physical	1269	1327	1387	1452	1516	1583	1656	1734		
8	Therapist										
9											
10	Planner (Human	1549	1620	1696	1777	1854	1939	2026	2117	2213	
11	Services)										
12											
13	Policy/Program	1734	1814	1894	1982	2068	2163	2264	2366	2475	2584
14	Analyst										
15											
16	Programmer	1549	1620	1696	1777	1854	1939	2026	2117		
17	Analyst										
18											
19	Psychologist I	1485	1549	1620	1696	1777	1854	1939	2026	2117	
20											
21	Psychologist	1777	1854	1939	2026	2117	2213	2316	2421	2532	
22	II										
23											
24	Psychologist	2068	2163	2264	2366	2475	2584	2708	2831		
25	III										
26											
27	Psychologist	2264	2366	2475	2584	2708	2831	2961	3091		
28	IV										
29											
30	Pub. Health	1299	1358	1420	1485	1549	1620	1696	1777		
31	Educator I										
32											
33	Pub. Health	1620	1696	1777	1854	1939	2026	2117	2213		
34	Educator II										
35											
36	Public Health	1358	1420	1485	1549	1620	1696	1777			

1 Nurse
2
3 Pub. Hlth. 1420 1485 1549 1620 1696 1777 1854
4 Nurse (Team
5 Leader)
6
7 Registered 1299 1358 1420 1485 1549 1620
8 Nurse (A.A.
9 Deg., 3 yr.
10 Dip., or B.S.
11 Deg.)
12
13 Sanitarian I 1299 1358 1420 1485 1549
14
15 Sanitarian II 1420 1485 1549 1620 1696 1777 1854 1939
16
17 Sr. Pub. 1485 1549 1620 1696 1777 1854 1939
18 Health Nurse
19
20 Social Worker 1241 1299 1358 1420 1485 1549 1620 1696 1777 1854
21 I
22
23 Social Worker 1358 1420 1485 1549 1620 1696 1777 1854 1939 2026
24 II
25
26 Social Worker 1485 1549 1620 1696 1777 1854 1939 2026 2117 2213
27 III
28
29 Social Worker 1084
30 Trainee
31
32 Soc. Serv. 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475
33 Supvr. I
34
35 Soc. Serv. 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708
36 Supvr. II

1										
2	Soc. Welf.	2117	2213	2316	2421	2532	2645	2770	2897	3028
3	Supvr. III									
4										
5	Soc. Welf.	1583	1656	1734	1814	1894	1982			
6	Supvr. Trainee									
7										
8	Staff Trng.	1696	1777	1854	1939	2026	2117	2213	2316	2421
9	Supvr. I									
10										
11	Staff Trng.	1854	1939	2026	2117	2213	2316	2421	2532	2645
12	Supvr. II									
13										
14	Student Soc.	Rate proposed by appointing authority.								
15	Worker (Intern)									
16										
17	Student Soc.	Rate proposed by appointing authority.								
18	Worker (SWEP)									
19										
20	Systems Prog.-	1777	1854	1939	2026	2117	2213	2316	2421	
21	Analyst									
22										
23	Trainee	Rate proposed by appointing authority and								
24		approved by the merit system supervisor and								
25		the Commissioner of Public Welfare.								
26										
27	Vol.-Serv.	1241	1299	1358	1420	1485	1549	1620	1696	1777 1854
28	Coord. I									
29										
30	Vol.-Serv.	1549	1620	1696	1777	1854	1939	2026	2117	2213
31	Coord. II									
32										
33	Welfare	1814	1894	1982	2068	2163	2264	2366	2475	2584 2708
34	Director I									
35										
36	Welfare	1982	2068	2163	2264	2366	2475	2584	2708	2831 2961

1	Director II										
2											
3	Welfare	2213	2316	2421	2532	2645	2770	2897	3028	3161	
4	Director III										
5											
6	Welfare	2421	2532	2645	2770	2897	3028	3161	3299	3443	
7	Director IV										
8											
9	Welfare	3299	3443	3600	3763	3932	4108	4302	4486	4795	
10	Director V										
11											
12	Work-Exp. &	1549	1620	1696	1777	1854	1939	2026	2117	2213	
13	Trng. Spec.										

15 3. Plan C. The following salary steps in monthly salary
16 amounts shall be applicable to the specified classes of
17 positions. The salary steps shall not include any amounts paid
18 by any county welfare board under Minn. Stat. S 471.61.

19		1	2	3	4	5	6	7	8	9	10
20											
21	Adm. Asst. I	1734	1814	1894	1982	2068	2163	2264	2366	2475	2584
22											
23	Adm. Asst. II	1894	1982	2068	2163	2264	2366	2475	2584	2708	2831
24											
25	Adm. Asst. III	2213	2316	2421	2532	2645	2770	2897	3028	3161	
26											
27	Adm. Services	2316	2421	2532	2645	2770	2897	3028	3161	3299	
28	Director										
29											
30	Adult Day Care	1420	1485	1549	1620	1696	1777	1854	1939	2026	2117
31	Center Supvr.										
32											
33	Asst. Human	2117	2213	2316	2421	2532	2645	2770	2897	3028	
34	Services										
35	Director										

1 Asst. Welfare 2645 2770 2897 3028 3161 3299 3443 3600 3763
2 Director
3
4 Assoc. M.-&-P. 1358 1420 1485 1549
5 Analyst
6
7 Auditor 1696 1777 1854 1939 2026 2117 2213 2316 2421 2532
8
9 Center 1549 1620 1696 1777 1854 1939 2026 2117 2213 2316
10 Coordinator
11
12 Chemical 1549 1620 1696 1777 1854 1939 2026 2117 2213 2316
13 Dependency
14 Coord.
15
16 Collections 1656 1734 1814 1894 1982 2068 2163 2264 2366 2475
17 Services
18 Supvr. II
19
20 Community- 1734 1814 1894 1982 2068 2163 2264 2366 2475 2584
21 Health Serv.
22 Supvr.
23
24 Community- 1777 1854 1939 2026 2117 2213 2316 2421 2532
25 Rela. Spec.
26
27 Computer 1358 1420 1485 1549 1620 1696 1777
28 Programmer
29
30 Day Care 1734 1814 1894 1982 2068 2163 2264 2366 2475
31 Center Supvr.
32
33 Dev. Achieve- 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117
34 ment Center
35 Dir.
36

1 Dev. Achieve- 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939
 2 ment Center
 3 Teacher
 4
 5 Dev. Dis- 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117
 6 abilities
 7 Coord.
 8
 9 Dietitian 1358 1420 1485 1549 1620 1696 1777 1854 1939
 10
 11 Dir. of Busi- 1894 1982 2068 2163 2264 2366 2475 2584
 12 ness Mgmt. I
 13
 14 Dir. of Busi- 2316 2421 2532 2645 2770 2897 3028 3161 3299
 15 ness Mgmt. II
 16
 17 Dir. of Finan- 2316 2421 2532 2645 2770 2897 3028 3161 3299
 18 cial Asst.
 19
 20 Dir. of 2316 2421 2532 2645 2770 2897 3028 3161 3299
 21 Planning
 22
 23 Dir. of Pub. 1696 1777 1854 1939 2026 2117 2213 2316 2421
 24 Hlth. Nurs. I
 25
 26 Dir. of Soc. 2316 2421 2532 2645 2770 2897 3028 3161 3299
 27 Serv.
 28
 29 Dir. of Sup- 2316 2421 2532 2645 2770 2897 3028 3161 3299
 30 port Services
 31
 32 Education 1620 1696 1777 1854 1939 2026 2117 2213 2316
 33 Supervisor
 34
 35 Emp. Guid. 1299 1358 1420 1485 1549 1620 1696 1777 1854
 36 Couns. I

1

2 Emp. Guid. 1358 1420 1485 1549 1620 1696 1777 1854 1939

3 Couns. II

4

5 Emp. Guid. 1420 1485 1549 1620 1696 1777 1854 1939 2026

6 Couns. III

7

8 Family Serv. 1485 1549 1620 1696 1777 1854 1939 2026

9 Coord. II

10

11 Finan. Asst. 1734 1814 1894 1982 2068 2163 2264 2366 2475 2584

12 Supvr. III

13

14 Finan. Asst. 1894 1982 2068 2163 2264 2366 2475 2584 2708 2831

15 Supvr. IV.

16

17 Fiscal Super- 1485 1549 1620 1696 1777 1854 1939 2026 2117

18 visor III

19

20 Fiscal Super- 1696 1777 1854 1939 2026 2117 2213 2316 2421 2532

21 visor IV

22

23 Home Care 1485 1549 1620 1696 1777 1854 1939 2026

24 Coordinator

25

26 Homemaker 1620 1696 1777 1854 1939 2026 2117 2213 2316

27 Supervisor

28

29 Human Services 1894 1982 2068 2163 2264 2366 2475 2584 2708 2831

30 Dir. I

31

32 Human Services 2213 2316 2421 2532 2645 2770 2897 3028 3161

33 Dir. II

34

35 Human Services 2421 2532 2645 2770 2897 3028 3161 3299 3443

36 Dir. III

1

2 Human Services 1734 1814 1894 1982 2068 2163 2264 2366 2475 2584

3 Supvr. I

4

5 Marriage 1696 1777 1854 1939 2026 2117 2213 2316 2421

6 Counselor

7

8 Med.-Care 1420 1485 1549 1620 1696 1777 1854 1939 2026

9 Advisor

10

11 Med.-Serv. 2316 2421 2532 2645 2770 2897 3028 3161

12 Adm.

13

14 Mental Health 1549 1620 1696 1777 1854 1939 2026 2117 2213 2316

15 Worker

16

17 Meth.-&-Proc. 1583 1656 1734 1814 1894 1982 2068 2163 2264

18 Analyst

19

20 Meth.-&-Proc. 1854 1939 2026 2117 2213 2316 2421 2532 2645

21 Supr.

22

23 Nursing Care 1420 1485 1549 1620 1696 1777 1854 1939 2026

24 Advisor

25

26 Nutrition 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939

27 Proj. Asst.

28 Dir.

29

30 Nutrition 1734 1814 1894 1982 2068 2163 2264 2366 2475 2584

31 Proj. Dir.

32

33 Occupa. Supvr. 1241 1299 1358 1420 1485 1549 1620 1696 1777 1854

34 Inst. I.

35

36 Occupa. Supvr. 1420 1485 1549 1620 1696 1777 1854 1939 2026 2117

1 Inst. II.
2
3 Office Manager 1299 1358 1420 1485 1549 1620 1696 1777 1854
4
5 Personnel 1299 1358 1420 1485 1549 1620 1696 1777 1854 1939
6 Officer
7
8 Personnel 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708
9 Director
10
11 Physical 1358 1420 1485 1549 1620 1696 1777 1854
12 Therapist
13
14 Planner (Human 1620 1696 1777 1854 1939 2026 2117 2213 2316
15 Services)
16
17 Policy/Program 1814 1894 1982 2068 2163 2264 2366 2475 2584 2708
18 Analyst
19
20 Programmer 1620 1696 1777 1854 1939 2026 2117 2213
21 Analyst
22
23 Psychologist I 1549 1620 1696 1777 1854 1939 2026 2117 2213
24
25 Psychologist 1854 1939 2026 2117 2213 2316 2421 2532 2645
26 II.
27
28 Psychologist 2163 2264 2366 2475 2584 2708 2831 2961
29 III
30
31 Psychologist 2366 2475 2584 2708 2831 2961 3091 3228
32 IV
33
34 Pub. Health 1358 1420 1485 1549 1620 1696 1777 1854
35 Educator I
36

1	Pub. Health	1696	1777	1854	1939	2026	2117	2213	2316		
2	Educator II										
3											
4	Public Health	1452	1516	1583	1656	1734	1814	1894			
5	Nurse										
6											
7	Pub. Hlth.	1516	1583	1656	1734	1814	1894	1982			
8	Nurse (Team										
9	Leader)										
10											
11	Registered	1387	1452	1516	1583	1656	1734				
12	Nurse (A.A.										
13	Deg., 3 yr.										
14	Dip., or B.S.										
15	Deg.)										
16											
17	Sanitarian I	1358	1420	1485	1549	1620					
18											
19	Sanitarian II	1485	1549	1620	1696	1777	1854	1939	2026		
20											
21	Sr. Pub.	1583	1656	1734	1814	1894	1982	2068			
22	Health Nurse										
23											
24	Social	1299	1358	1420	1485	1549	1620	1696	1777	1854	1939
25	Worker I										
26											
27	Social	1420	1485	1549	1620	1696	1777	1854	1939	2026	2117
28	Worker II										
29											
30	Social	1549	1620	1696	1777	1854	1939	2026	2117	2213	2316
31	Worker III										
32											
33	Social Worker	1084									
34	Trainee										
35											
36	Soc. Serv.	1734	1814	1894	1982	2068	2163	2264	2366	2475	2584

1	Supvr. I										
2											
3	Soc. Serv.	1894	1982	2068	2163	2264	2366	2475	2584	2708	2831
4	Supvr. II										
5											
6	Soc. Welf.	2213	2316	2421	2532	2645	2770	2897	3028	3161	
7	Supvr. III										
8											
9	Soc. Welf.	1656	1734	1814	1894	1982	2068				
10	Supvr. Trainee										
11											
12	Staff Trng.	1777	1854	1939	2026	2117	2213	2316	2421	2532	
13	Supvr. I										
14											
15	Staff Trng.	1939	2026	2117	2213	2316	2421	2532	2645	2770	
16	Supvr. II										
17											
18	Student Soc.	Rate proposed by appointing authority.									
19	Worker (Intern)										
20											
21	Student Soc.	Rate proposed by appointing authority.									
22	Worker (SWEP)										
23											
24	Systems Prog.	1854	1939	2026	2117	2213	2316	2421	2532		
25	Analyst										
26											
27	Trainee	Rate proposed by appointing authority and									
28		approved by the merit system supervisor									
29		and the Commissioner of Public Welfare.									
30											
31	Vol.-Serv.	1299	1358	1420	1485	1549	1620	1696	1777	1854	1939
32	Coord. I										
33											
34	Vol.-Serv.	1620	1696	1777	1854	1939	2026	2117	2213	2316	
35	Coord. II										
36											

1	Welfare	1814	1894	1982	2068	2163	2264	2366	2475	2584	2708
2	Director I										
3											
4	Welfare	1982	2068	2163	2264	2366	2475	2584	2708	2831	2961
5	Director II										
6											
7	Welfare	2213	2316	2421	2532	2645	2770	2897	3028	3161	
8	Director III										
9											
10	Welfare	2421	2532	2645	2770	2897	3028	3161	3299	3443	
11	Director IV										
12											
13	Welfare	3299	3443	3600	3763	3932	4108	4302	4486	4795	
14	Director V										
15											
16	Work;-Exp. &	1620	1696	1777	1854	1939	2026	2117	2213	2316	
17	Trng. Spec.										

19 B. Support personnel

20 1. Plan A. The following salary steps in monthly salary
 21 amounts shall be applicable to the specified classes of
 22 positions. The salary steps shall not include any amounts paid
 23 by any county welfare board under Minn. Stat. S 471.61.

		1	2	3	4	5	6	7	8	9
24										
25	Account Clerk	869	908	950	995	1039	1084	1136	1187	
26										
27	Accounting	929	973	1017	1063	1109	1161	1212	1269	
28	Technician									
29										
30	Adult Day Care	887	929	973	1017	1063	1109	1161	1212	1269
31	Center Prog. Coord.									
32										
33	Asst. Residential	712	741	777	813	849	887	929	973	
34	Facility Opr.(s)									
35										
36	Case Aide	887	929	973	1017	1063	1109	1161	1212	1269

1

2 Chemical Dependency 1136 1187 1241 1299 1358 1420 1485

3 Counselor

4

5 Child Health 777 813 849 887 929 973 1017 1063

6 Aide

7

8 Child Support 1084 1136 1187 1241 1299 1358 1420 1485 1549

9 Officer I

10

11 Child Support 1212 1269 1327 1387 1452 1516 1583 1656

12 Officer II

13

14 Collection Services 1387 1452 1516 1583 1656 1734 1814 1894

15 Supvr. I

16

17 Community- 596 625 654 683 712 741 777

18 Service Aide

19

20 Coordinator 908 950 995 1039 1084 1136 1187 1241 1299

21 of Aging

22

23 Dev. Achievement 712 741 777 813 849 887

24 Center Inst.

25

26 Family Service 712 741 777 813 849 887

27 Aide I

28

29 Family Service 777 813 849 887 929 973 1017 1063

30 Aide II

31

32 Family Service 973 1017 1063 1109 1161 1212 1269

33 Coord. I

34

35 Family Service/Home 712 741 777 813 849 887

36 Health Aide

1										
2	Finan.-Assistance	1136	1187	1241	1299	1358	1420	1485	1549	
3	Specialist									
4										
5	Finan.-Assistance	1327	1387	1452	1516	1583	1656	1734	1814	1894
6	Supvr. I									
7										
8	Finan.-Assistance	1452	1516	1583	1656	1734	1814	1894	1982	2068
9	Supvr. II									
10										
11	Financial Worker I	887	929	973	1017	1063	1109	1161	1212	1269
12										
13	Financial Worker II	995	1039	1084	1136	1187	1241	1299	1358	1420
14										
15	Fiscal Officer	1136	1187	1241	1299	1358	1420	1485	1549	1620
16										
17	Fiscal Supervisor I	1241	1299	1358	1420	1485	1549	1620	1696	1777
18										
19	Fiscal Supervisor	1387	1452	1516	1583	1656	1734	1814	1894	1982
20	II									
21										
22	Home Health Aide	712	741	777	813	849	887			
23										
24	Home Health Aide	973	1017	1063	1109	1161	1212	1269		
25	Coordinator									
26										
27	Housekeeper									
28										
29										
30										
31	Housing Coordinator	1109	1161	1212	1269	1327	1387	1452	1516	1583
32										
33	Licensed Practical	950	995	1039	1084	1136	1187			
34	Nurse									
35										
36	Public Health Aide	596	625	654	683	712	741	777		

1										
2	Residential Facility	741	777	813	849	887	929	973	1017	
3	Operator(s)									
4										
5	Senior Case Aide	995	1039	1084	1136	1187	1241	1299	1358	1420
6										
7	Senior Citizen's	596	625	654	683	712	741	777		
8	Aide									
9										
10	Transportation	908	950	995	1039	1084	1136	1187	1241	
11	Coordinator									
12										
13	Welfare Fraud	1387	1452	1516	1583	1656	1734	1814		
14	Investigator									
15										
16	Welfare Fraud Unit	1516	1583	1656	1734	1814	1894	1982		
17	Supervisor									
18										
19	2. Plan B. The following salary steps in monthly salary									
20	amounts shall be applicable to the specified classes of									
21	positions. The salary steps shall not include any amounts paid									
22	by any county board under Minn. Stat. S 471.61.									
23		1	2	3	4	5	6	7	8	9
24	Account Clerk	908	950	995	1039	1084	1136	1187	1241	
25										
26	Accounting	973	1017	1063	1109	1161	1212	1269	1327	
27	Technician									
28										
29	Adult Day Care	929	973	1017	1063	1109	1161	1212	1269	1327
30	Center Prog. Coord.									
31										
32	Asst. Residential	741	777	813	849	887	929	973	1017	
33	Facility Opr.(s)									
34										
35	Case Aide	929	973	1017	1063	1109	1161	1212	1269	1327
36										

1	Chemical Dependency	1187	1241	1299	1358	1420	1485	1549		
2	Counselor									
3										
4	Child Health Aide	813	849	887	929	973	1017	1063	1109	
5										
6	Child Support	1136	1187	1241	1299	1358	1420	1485	1549	1620
7	Officer I									
8										
9	Child Support	1269	1327	1387	1452	1516	1583	1656	1734	
10	Officer II									
11										
12	Collection Services	1452	1516	1583	1656	1734	1814	1894	1982	
13	Supvr. I									
14										
15	Community-Service	625	654	683	712	741	777	813		
16	Aide									
17										
18	Coordinator of Aging	950	995	1039	1084	1136	1187	1241	1299	1358
19										
20	Dev. Achievement	741	777	813	849	887	929			
21	Center Inst.									
22										
23	Family Service	741	777	813	849	887	929			
24	Aide I									
25										
26	Family Service	813	849	887	929	973	1017	1063	1109	
27	Aide II									
28										
29	Family Service	1017	1063	1109	1161	1212	1269	1327		
30	Coord. I									
31										
32	Family Service/Home	741	777	813	849	887	929			
33	Health Aide									
34										
35	Finan.-Assistance	1187	1241	1299	1358	1420	1485	1549	1620	
36	Specialist									

1										
2	Finan.-Assistance	1387	1452	1516	1583	1656	1734	1814	1894	1982
3	Supvr. I									
4										
5	Finan.-Assistance	1516	1583	1656	1734	1814	1894	1982	2068	2163
6	Supvr. II									
7										
8	Financial Worker I	929	973	1017	1063	1109	1161	1212	1269	1327
9										
10	Financial Worker	1039	1084	1136	1187	1241	1299	1358	1420	1485
11	II									
12										
13	Fiscal Officer	1136	1187	1241	1299	1358	1420	1485	1549	1620
14										
15	Fiscal Supervisor I	1241	1299	1358	1420	1485	1549	1620	1696	1777
16										
17	Fiscal Supervisor	1387	1452	1516	1583	1656	1734	1814	1894	1982
18	II									
19										
20	Home Health Aide	741	777	813	849	887	929			
21										
22	Home Health Aide	1017	1063	1109	1161	1212	1269	1327		
23	Coordinator									
24										
25	Housekeeper									
26										
27										
28										
29	Housing Coordinator	1161	1212	1269	1327	1387	1452	1516	1583	1656
30										
31	Licensed Practical	995	1039	1084	1136	1187	1241			
32	Nurse									
33										
34	Public Health Aide	625	654	683	712	741	777	813		
35										
36	Residential Facility	777	813	849	887	929	973	1017	1063	

1 Operator(s)
2
3 Senior Case Aide 1039 1084 1136 1187 1241 1299 1358 1420 1485
4
5 Senior Citizen's 625 654 683 712 741 777 813
6 Aide
7
8 Transportation 950 995 1039 1084 1136 1187 1241 1299
9 Coordinator
10
11 Welfare Fraud 1452 1516 1583 1656 1734 1814 1894
12 Investigator
13
14 Welfare Fraud Unit 1583 1656 1734 1814 1894 1982 2068
15 Supervisor
16
17 3. Plan C. The following salary steps in monthly salary
18 amounts shall be applicable to the specified classes of
19 positions. The salary steps shall not include any amounts paid
20 by any county board under Minn. Stat. S 471.61.
21 1 2 3 4 5 6 7 8 9
22 Account Clerk 950 995 1039 1084 1136 1187 1241 1299
23
24 Accounting 1017 1063 1109 1161 1212 1269 1327 1387
25 Technician
26
27 Adult Day Care 973 1017 1063 1109 1161 1212 1269 1327 1387
28 Center Prog. Coord.
29
30 Asst. Residential 777 813 849 887 929 973 1017 1063
31 Facility Opr.(s)
32
33 Case Aide 973 1017 1063 1109 1161 1212 1269 1327 1387
34
35 Chemical Dependency 1241 1299 1358 1420 1485 1549 1620
36 Counselor

1										
2	Child Health Aide	849	887	929	973	1017	1063	1109	1161	
3										
4	Child Support	1187	1241	1299	1358	1420	1485	1549	1620	1696
5	Officer I									
6										
7	Child Support	1327	1387	1452	1516	1583	1656	1734	1814	
8	Officer II									
9										
10	Collection Services	1516	1583	1656	1734	1814	1894	1982	2068	
11	Supvr. I									
12										
13	Community-Service	654	683	712	741	777	813	849		
14	Aide									
15										
16	Coordinator of Aging	995	1039	1084	1136	1187	1241	1299	1358	1420
17										
18	Dev. Achievement	777	813	849	887	929	973			
19	Center Inst.									
20										
21	Family Service	777	813	849	887	929	973			
22	Aide I									
23										
24	Family Service	849	887	929	973	1017	1063	1109	1161	
25	Aide II									
26										
27	Family Service	1063	1109	1161	1212	1269	1327	1387		
28	Coord. I									
29										
30	Family Service/Home	777	813	849	887	929	973			
31	Health Aide									
32										
33	Finan.-Assistance	1241	1299	1358	1420	1485	1549	1620	1696	
34	Specialist									
35										
36	Finan.-Assistance	1452	1516	1583	1656	1734	1814	1894	1982	2068

1	Supvr. I									
2										
3	Finan.-Assistance	1583	1656	1734	1814	1894	1982	2068	2163	2264
4	Supvr. II									
5										
6	Financial	973	1017	1063	1109	1161	1212	1269	1327	1387
7	Worker I									
8										
9	Financial	1084	1136	1187	1241	1299	1358	1420	1485	1549
10	Worker II									
11										
12	Fiscal Officer	1136	1187	1241	1299	1358	1420	1485	1549	1620
13										
14	Fiscal Supervisor I	1241	1299	1358	1420	1485	1549	1620	1696	1777
15										
16	Fiscal Supervisor	1387	1452	1516	1583	1656	1734	1814	1894	1982
17	II									
18										
19	Home Health Aide	777	813	849	887	929	973			
20										
21	Home Health Aide	1063	1109	1161	1212	1269	1327	1387		
22	Coordinator									
23										
24	Housekeeper	Rate proposed by appointing authority and								
25		approved by the merit system supervisor and								
26		the Commissioner of Public Welfare.								
27										
28	Housing Coordinator	1212	1269	1327	1387	1452	1516	1583	1656	1734
29										
30	Licensed Practical	1039	1084	1136	1187	1241	1299			
31	Nurse									
32										
33	Public Health Aide	654	683	712	741	777	813	849		
34										
35	Residential Facility	813	849	887	929	973	1017	1063	1109	
36	Operator(s)									

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Senior Case Aide 1084 1136 1187 1241 1299 1358 1420 1485 1549

Senior Citizen's 654 683 712 741 777 813 849

Aide

Transportation 995 1039 1084 1136 1187 1241 1299 1358

Coordinator

Welfare Fraud 1516 1583 1656 1734 1814 1894 1982

Investigator

Welfare Fraud 1656 1734 1814 1894 1982 2068 2163

Unit Supervisor

C. Clerical

1. Plan A. The following salary steps in monthly salary amounts shall be applicable to the specified classes of positions. The salary steps shall not include any amounts paid by any county board under Minn. Stat. S 471.61.

1 2 3 4 5 6 7 8

Bkcp. Machine 704 734 766 801 839 877 917 959

Operator

Clerical 857 895 937 982 1027 1073 1119 1172

Supervisor

Clerk I 616 645 676 704 734 766 801 839

Clerk II 704 734 766 801 839 877 917 959

Clerk III 784 821 857 895 937 982 1027 1073

Clerk-Typist I 645 676 704 734 766 801 839 877

Clerk-Typist II 704 734 766 801 839 877 917 959

1									
2	Clerk-Typist III	784	821	857	895	937	982	1027	1073
3									
4	Clerk Specialist	857	895	937	982	1027	1073	1119	1172
5									
6	Clerk-Steno I	676	704	734	766	801	839	877	917
7									
8	Clerk-Steno II	766	801	839	877	917	959	1004	1049
9									
10	Clerk-Steno III	821	857	895	937	982	1027	1073	1119
11									
12	Information	784	821	857	895	937	982	1027	1073
13	Systems								
14	Specialist								
15									
16	Keypunch	676	704	734	766	801	839	877	917
17	Operator								
18									
19	Swbd. Opr. I	704	734	766	801	839	877	917	959
20									
21	Swbd. Opr. II	748	784	821	857	895	937	982	1027
22									

23 Employees in the class of Clerk-Typist I who are assigned on a
 24 full-time basis to transcribing machine operation may be paid
 25 within the county range for Clerk-Stenographer I.

26 2. Plan B. The following salary steps in monthly salary
 27 amounts shall be applicable to the specified classes of
 28 positions. The salary steps shall not include any amounts paid
 29 by any county board under Minn. Stat. S 471.61.

30		1	2	3	4	5	6	7	
31	Bkbp. Machine	801	839	877	917	959	1004	1049	
32	Operator								
33									
34	Clerical	982	1027	1073	1119	1172	1223	1281	
35	Supervisor								
36									

1	Clerk I	704	734	766	801	839	877	917
2								
3	Clerk II	801	839	877	917	959	1004	1049
4								
5	Clerk III	895	937	982	1027	1073	1119	1172
6								
7	Clerk-Typist I	734	766	801	839	877	917	959
8								
9	Clerk-Typist II	801	839	877	917	959	1004	1049
10								
11	Clerk-Typist III	895	937	982	1027	1073	1119	1172
12								
13	Clerk Specialist	982	1027	1073	1119	1172	1223	1281
14								
15	Clerk-Steno I	766	801	839	877	917	959	1004
16								
17	Clerk-Steno II	877	917	959	1004	1049	1094	1147
18								
19	Clerk-Steno III	937	982	1027	1073	1119	1172	1223
20								
21	Information	895	937	982	1027	1073	1119	1172
22	Systems							
23	Specialist							
24								
25	Keypunch	766	801	839	877	917	959	1004
26	Operator							
27								
28	Swbd. Opr. I	801	839	877	917	959	1004	1049
29								
30	Swbd. Opr. II	857	895	937	982	1027	1073	1119
31								

32 Employees in the class of Clerk-Typist I who are assigned on a
 33 full-time basis to transcribing machine operation may be paid
 34 within the county range for Clerk-Stenographer I.

35 3. Plan C. The following salary steps in monthly salary
 36 amounts shall be applicable to the specified classes of

1 positions. The salary steps shall not include any amounts paid
 2 by any county board under Minn. Stat. S 471.61.

	1	2	3	4	5	6	7	8	9
3									
4 Bkbp. Machine	877	917	959	1004	1049	1094	1147		
5 Operator									
6									
7 Clerical	1073	1119	1172	1223	1281	1340	1400		
8 Supervisor									
9									
10 Clerk I	766	801	839	877	917	959	1004		
11									
12 Clerk II	877	917	959	1004	1049	1094	1147		
13									
14 Clerk III	981	1027	1073	1119	1172	1223	1281		
15	982								
16 Clerk-Typist I	801	839	877	917	959	1004	1049		
17									
18 Clerk-Typist II	877	917	959	1004	1049	1094	1147		
19									
20 Clerk-Typist III	982	1027	1073	1119	1172	1223	1281		
21 III	---								
22 Clerk Specialist	1073	1119	1172	1223	1281	1340	1400		
23									
24 Clerk-Steno I	839	877	917	959	1004	1049	1094		
25									
26 Clerk-Steno II	959	1004	1049	1094	1147	1198	1252		
27									
28 Clerk-Steno III	1027	1073	1119	1172	1223	1281	1340		
29									
30 Information	982	1027	1073	1119	1172	1223	1281		
31 Systems									
32 Specialist									
33									
34 Key punch	839	877	917	959	1004	1049	1094		
35 Operator									
36									

1 Swbd. Opr. I 877 917 959 1004 1049 1094 1147

2

3 Swbd. Opr. II 937 982 1027 1073 1119 1172 1223

4

5 Employees in the class of Clerk-Typist I who are assigned on a
6 full-time basis to transcribing machine operation may be paid
7 within the county range for Clerk-Stenographer I.

8 D. Maintenance and trades

9 1. Plan A. The following salary steps in monthly salary
10 amounts shall be applicable to the specified classes of
11 positions. The salary steps shall not include any amounts paid
12 by any county board under Minn. Stat. S 471.61. Janitors who
13 are required to work for a period of at least five hours after 6
14 p.m. on a regularly scheduled basis may be paid a shift
15 differential in the amount of one salary step above their normal
16 day-work rate.

	1	2	3	4	5	6	7
17							
18 Auto Driver	735	768	801	834	870	907	947
19							
20 Bus Driver	801	834	870	907	947	986	1027
21							
22 Janitor	801	834	870	907	947	986	1027
23							
24 Laborer	\$4.60/hour						
25							
26 Maintenance Worker	834	870	907	947	986	1027	1074
27							

28 2. Plan B. The following salary steps in monthly salary
29 amounts shall be applicable to the specified classes of
30 positions. The salary steps shall not include any amounts paid
31 by any county board under Minn. Stat. S 471.61. Janitors who
32 are required to work for a period of at least five hours after 6
33 p.m. on a regularly scheduled basis may be paid a shift
34 differential in the amount of one salary step above their normal
35 day-work rate.

	1	2	3	4	5	6	7
36							
37 Auto Driver	947	986	1027	1074	1119	1166	1218
38							
39 Bus Driver	986	1027	1074	1119	1166	1218	1270
40							
41 Janitor	947	986	1027	1074	1119	1166	1218

1

2 Laborer \$5.67/hour

3

4 Maintenance 1027 1074 1119 1166 1218 1270 1325

5 Worker

6

7 12 MCAR S 2.841 Provisions for computing monthly, hourly,
8 less-than-full-time, bi-weekly, and four week salary rates.

9 A- Salary conversion tables. The supervisor shall publish a
10 salary conversion table as part of the Minnesota Merit System
11 Manual. The table shall list all existing salary rates listed
12 in 12 MCAR S 2.840. For those salary rates, the supervisor
13 shall calculate hourly, daily and payroll period salaries for
14 each of the salary rates listed. This table shall be based on
15 an 8-hour day, 40-hour week and 2088-hour year. Agencies with a
16 normal work schedule which varies from an 8-hour day, 40-hour
17 week or 2088-hour year or agencies with payroll periods other
18 than once every two weeks, every four weeks, or every month,
19 shall supply the supervisor with a salary conversion table as
20 provided in 12 MCAR S 2-494 F-2-e or in 12 MCAR S 2-517 B-2.

21 Repealer. 12 MCAR SS 2.508; 2.516; and 2.530-2.804 are repealed.