

11 MCAR 1

4-26-82

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

14 Rules as Adopted

15 11 MCAR S 1.2090 Definitions.

16 A. Applicability. The following definitions apply to 11  
 17 MCAR SS 1.2090-1.2141, unless the context clearly requires  
 18 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 of commissioners, the town board, the mayor, or  
 25 other officer or board authorized by statute or lawfully  
 26 delegated authority to make appointments to positions under the  
 27 merit system for civil defense.

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

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

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

3 5. Classified service. "Classified service" means all  
4 positions covered by 11 MCAR SS 1.2090-1.2141 as provided in 11  
5 MCAR S 1.2091 E.

6 6. Commissioner of Public Safety or commissioner.  
7 "Commissioner of Public Safety" or "commissioner" means the  
8 administrative head of the state Department of Public Safety.

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

10 8. County register. "County register" means the  
11 subregister established for a county from a state-wide,  
12 competitive or promotional register containing the names of  
13 persons who have legal residence in the county or, in the event  
14 of a promotional examination, who are employed by the local  
15 agency.

16 9. Day. "Day" means calendar day except where otherwise  
17 specified in the specific rule.

18 10. Demotion. "Demotion" means a change by an employee  
19 from a position in one class to a position in another class with  
20 less responsible duties and a lower salary range.

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

25 12. Disabled veteran. "Disabled veteran" means a veteran  
26 who is rated or certified as disabled, in accordance with the  
27 provisions of Minn. Stat. S 43A.11.

28 13. Dismissal. "Dismissal" means the termination of  
29 employment of an employee for cause.

30 14. Eligible or eligible person. "Eligible" or  
31 "eligible person" means any person whose name is on a register.

32 15. Emergency appointment. "Emergency appointment" means  
33 an appointment required by a state of emergency as described in  
34 12 MCAR S 2.499 C.

35 16. Employee. "Employee" means any person employed by a  
36 local civil defense agency in a position covered by 11 MCAR S

1 1.2091 E. who is paid a salary or wage.

2 17. Exclusive representative. "Exclusive representative"  
3 has the meaning given in Minn. Stat. S 179.63, subd. 6.

4 18. Facsimile. "Facsimile" means a replica. A facsimile  
5 of 11 MCAR S 1.2141 is a chart showing each of the salary rates  
6 adopted by an agency divided into monthly and hourly rates and  
7 either daily rates and bi-weekly or four-week rates if paid on  
8 this basis or the daily rate based on the number of working days  
9 in the month--20, 21, 22, or 23 days if paid on a monthly basis.

10 19. General adjustment. "General adjustment" means the  
11 merit system recommended salary adjustment based on a salary  
12 survey.

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

16 21. Layoff. "Layoff" means the termination of employment  
17 because of shortage of funds or curtailment of services.

18 22. Layoff list. "Layoff list" means a list of permanent  
19 or probationary employees who have been laid off by reason of  
20 abolishment of their position, lack of funds, shortage of work  
21 or other reason beyond the control of the employee.

22 23. Limited-term appointment. "Limited-term appointment"  
23 means an appointment from a register for a period not to exceed  
24 six months as described in 12 MCAR S 2.499 D.

25 24. Local agency. "Local agency" means the organization  
26 created to carry out the functions and programs of the  
27 jurisdiction's civil defense responsibilities.

28 25. Local civil defense authority. "Local civil defense  
29 authority" means the governing board, commission, council, or  
30 mayor under whose authority a county, town, or village, or  
31 borough establishes a local civil defense agency.

32 26. Merit increase. "Merit increase" means a salary  
33 increase given to an individual employee based on meritorious  
34 job performance.

35 27. Military leave. "Military leave" means the leave of  
36 absence granted by state law to employees entering active duty

1 in the armed forces of the State of Minnesota or the United  
2 States of America.

3 28. Minimum qualifications. "Minimum qualifications"  
4 means the requirements of training and experience necessary to  
5 qualify for a given class.

6 29. Original appointment. "Original appointment" means a  
7 regular appointment of an individual to a local civil defense  
8 staff through selection from an open-competitive register and is  
9 the beginning point of the probationary period and is sometimes  
10 referred to as probationary appointment.

11 30. Permanent employee. "Permanent employee" means an  
12 employee who has successfully completed a probationary period or  
13 who has attained permanent status upon the installation of the  
14 merit system.

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

19 32. Probationary employee. "Probationary employee" means  
20 an employee who is serving a probationary period in a class to  
21 which the employee has been appointed from an eligible list.

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

27 34. Promotion. "Promotion" means a change of an employee  
28 from a position in one class to a position in another class with  
29 more responsible duties and a higher salary range.

30 35. Provisional appointment. "Provisional appointment"  
31 means an appointment of a person not on a register to fill a  
32 position pending the establishment of a register for the  
33 position in accordance with the provisions of 12 MCAR S 2.499 B.

34 36. Reallocation. "Reallocation" means the  
35 reclassification of a position resulting from significant  
36 changes in the duties and responsibilities of the position that

1 occur gradually over a period of time.

2 37. Reclassification. "Reclassification" means a change  
3 in the allocation or reallocation of a position to a higher,  
4 lower or equivalent class.

5 38. Reemployment list. "Reemployment list" means a list  
6 of former permanent or probationary employees who have been laid  
7 off or who have voluntarily separated from merit system  
8 employment in good standing and whose applications for  
9 reemployment in the merit system are submitted within one year  
10 of separation.

11 39. Register. "Register" means an officially established  
12 list of eligibles for a particular class.

13 40. Resignation. "Resignation" means the termination of  
14 employment made at the request of the employee.

15 41. Salary adjustment. "Salary adjustment" means an  
16 increase given to employees due to cost-of-living factors, going  
17 rates for similar jobs, or labor market conditions.

18 42. Salary increase. "Salary increase" means an increase  
19 granted to an employee on the basis of working out of class or  
20 due to unusual employment conditions and not based on job  
21 performance, cost-of-living factors, going rates for similar  
22 jobs or labor market conditions.

23 43. State agency. "State agency" means the Governor  
24 acting through the State Department of Public Safety, Division  
25 of Civil Defense, which is responsible for the administration  
26 and supervision of the civil defense programs in the State of  
27 Minnesota.

28 44. Supervisor. "Supervisor" means the merit system  
29 supervisor.

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

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

36 47. Transfer. "Transfer" means the movement of an

1 employee from one position to another in the same class or in  
 2 another class having the same salary range and usually involving  
 3 the performance of similar duties and requiring essentially the  
 4 same qualifications of training and experience.

5 48. Veteran. "Veteran" means all persons defined as  
 6 veterans by Minn. Stat. S ~~197-46~~ 197.447.

7 49. Veteran's preference. "Veteran's preference" means  
 8 the preference granted to veterans by Minn. Stat. S 43A.11.

9 B.1.-4. [Unchanged.]

10 11 MCAR S 1.2091 Statement of policy and means of effecting  
 11 policy.

12 A.1.a.-e. [Unchanged.]

13 B.1.-4. [Unchanged.]

14 C.1. [Unchanged.]

15 D.1.a.-d. and 2. [Unchanged.]

16 E.1. [Unchanged.]

17 F. Political activity.

18 1.-4. [Unchanged.]

19 5. Any employee may be a candidate in nonpartisan  
 20 elections. These are elections in which none of the candidates  
 21 is to be nominated or elected as representing a political party  
 22 whose candidates for presidential elector received votes in the  
 23 last presidential election.

24 6. [Unchanged.]

25 G. Prohibition against discrimination.

26 1. In general. No person shall be discriminated for or  
 27 against in such matters as his recruitment, examination,  
 28 appointment, tenure, compensation, classification, or promotion,  
 29 or in such matters as conditions, facilities, or privileges of  
 30 employment because of his race, color, creed, religion, national  
 31 origin, physical disability where the disability does not  
 32 interfere with the completion of assigned duties, age, marital  
 33 status, status with regard to public assistance, or sex. Any  
 34 person aggrieved by a violation of these prohibitions may file a  
 35 complaint under the provisions of Minn. Stat. ch. 363.

36 2. Political opinions. No person shall be discriminated

1 for or against as provided in 1. because of his political  
 2 opinions or affiliations within the limitations imposed by F.,  
 3 nor shall discrimination occur because of any other non-merit  
 4 factor. Any person aggrieved by a violation of a prohibited  
 5 discrimination that does not come within the jurisdiction of  
 6 Minn. Stat. ch. 363 may file a complaint with the merit system  
 7 supervisor setting forth the basis of his a belief that an act  
 8 or threat or promise of an act of discrimination occurred and  
 9 identifying by name and position the person alleged to have  
 10 committed the act or threat or promise of an act of  
 11 discrimination.

12 3. Investigations. The supervisor or his a designated  
 13 representative shall conduct an investigation of the alleged  
 14 discrimination and shall report the complaint and the findings  
 15 of the investigation to the merit system council at its next  
 16 meeting. The complainant shall have the right to present his a  
 17 complaint personally to the council. The council shall order  
 18 any further investigation or hearing as may be warranted prior  
 19 to making its decision. If the council finds that  
 20 discrimination has occurred, it shall take whatever action it  
 21 deems warranted and within its authority to remedy the effect of  
 22 any act or threat or promise of an act of discrimination and to  
 23 prevent future discrimination.

24 H. Violations.

25 1. [Unchanged.]

26 2. Violations of 11 MCAR SS 1.2090-1.2141 by an  
 27 appointing authority shall be brought to the attention of the  
 28 appointing authority by the supervisor. The notice shall  
 29 include remedial measures necessary to correct past violations  
 30 and to ensure future compliance. In the event the appointing  
 31 authority refuses to take corrective action, the supervisor  
 32 shall inform the commissioner who shall take action as  
 33 appropriate including, but not limited to, denial or suspension  
 34 of ~~shall deny or suspend~~ all or part of state and federal  
 35 administrative reimbursement funds, suspend services from the  
 36 merit system, or require that other corrective action be taken.  
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1           3. An appointing authority may appeal any denial of,  
2 suspension of administrative reimbursement, or suspension of  
3 services under 2. to the Merit System Council which shall, after  
4 a review of the record available to the commissioner, make its  
5 recommendation to the commissioner. The commissioner's decision  
6 shall be final.

7 11 MCAR S 1.2092 Organization.

8       A. [Unchanged.]

9       B. [Unchanged.]

10      C.1.-4. [Unchanged.]

11      D. Merit system supervisor.

12          1. [Unchanged.]

13          2. In conformance with 11 MCAR SS 1.2090-1.2141, it shall  
14 be the duty of the merit system supervisor:

15              a.-d. [Unchanged.]

16              e. To appoint staff members, including technicians,  
17 clerks, stenographers, and such other permanent or temporary  
18 employees as are necessary to carry out the provisions of 11  
19 MCAR SS 1.2090-1.2141. The employees shall be chosen in  
20 accordance with the provisions of the Minnesota Department of  
21 Employee Relations rules.

22              f. To review, develop and propose amendments to  
23 existing merit system rules for consideration and recommendation  
24 by the merit system council and in accordance with the  
25 provisions of Minn. Stat. ch. 15.

26              g. To perform such other duties as are prescribed by  
27 11 MCAR SS 1.2090-1.2141 or by the council.

28 11 MCAR S 1.2093 Classification plan.

29      A. Preparation and adoption.

30          1. The Governor, through the Commissioner of Public  
31 Safety shall formally adopt a comprehensive classification plan  
32 for all positions covered by 11 MCAR SS 1.2090-1.2141 which  
33 shall be published as part of the Public Safety Merit System  
34 Manual. The plan shall be based on investigation and analysis  
35 of the duties and responsibilities of positions and shall be so



1 developed and maintained that all positions that are  
2 substantially similar in the kind, difficulty, and  
3 responsibility of work are included in the same class. Class  
4 titles established by the classification plan shall be used in  
5 all personnel and financial records of the Department of Public  
6 Safety and the local civil defense agency, as well as in all  
7 examination procedures.

8 2. [Unchanged.]

9 B. Allocation of positions. Every position under the  
10 Minnesota merit system as provided in 11 MCAR S 1.2091 E. shall  
11 be allocated by the merit system supervisor to one of the  
12 appropriate classes established in the classification plan. No  
13 person shall be appointed or promoted to any position until it  
14 has been properly classified as herein provided. As additional  
15 classes are established or existing classes are abolished or  
16 changed, such necessary allocation or reallocation shall be made  
17 by the supervisor to new or existing classes as necessary.

18 C. Reclassification of positions. Whenever a position  
19 appears to be improperly allocated, the supervisor shall, upon  
20 his own initiative, or upon the request of an appointing  
21 authority or a permanent employee, investigate the duties of the  
22 position. Following the investigation the supervisor shall  
23 allocate the position to its proper class and notify the  
24 affected parties.

25 D. Incumbents of reclassified positions.

26 1. Appointment authorized. When a position is  
27 reclassified and it is determined to be a reallocation resulting  
28 from a significant change in the duties and responsibilities of  
29 the position occurring gradually over a period of time, the  
30 supervisor may shall authorize an appointing authority to  
31 promote the incumbent of the reallocated position. Any employee  
32 promoted in accordance with this paragraph shall serve a  
33 probationary period in the higher class.

34 2. Eligibility. When a position is reclassified  
35 resulting from a change in allocation, the incumbent shall not  
36 be deemed eligible to continue in the position unless he is

1 eligible for original appointment, promotion, transfer, or  
2 demotion to the new class of positions. If he is ineligible to  
3 continue in such a position, he may be transferred, promoted, or  
4 demoted by appropriate action of the appointing authority in  
5 accordance with such provisions of 11 MCAR SS 1.2090-1.2141 as  
6 may be deemed to be applicable. If ineligibility of a permanent  
7 or probationary incumbent of a reclassified position arises from  
8 the existence of an eligible register established from an  
9 examination that the incumbent did not take, he may be permitted  
10 to take the same or equivalent examination from which the  
11 existing register was established, provided that his name is not  
12 on the existing register, he did not take and fail the  
13 examination from which the existing register was established,  
14 and he was eligible to take the examination at the time it was  
15 given. The names of successful candidates examined under this  
16 rule shall be placed on the existing register in accordance with  
17 the score attained. In any case in which the incumbent is  
18 ineligible to continue in the position and he is not  
19 transferred, promoted, or demoted, the provisions of 11 MCAR SS  
20 1.2090-1.2141 about layoff shall apply. Any transfer,  
21 promotion, demotion or layoff in accordance with these  
22 provisions must occur within 60 days of the notification of  
23 reclassification of the position.

24       3. Equivalent duties. The Commissioner of Public Safety  
25 may authorize the reclassification of a position from one  
26 classification to a higher designated classification when the  
27 duties to be performed in the higher class are not significantly  
28 different from those performed in the lower class and where both  
29 classifications are in the same occupational grouping.  
30 Incumbents of positions so reclassified must meet the specified  
31 minimum qualifications for the higher designated class and  
32 promotions shall be made following a non-competitive promotional  
33 examination which shall include an evaluation by the appointing  
34 authority of the incumbents' ability to perform in the higher  
35 class.

36       4. Incumbent appointed after exam. If the incumbent

1 examined in accordance with 3. successfully completes the  
2 examination process, the supervisor may certify only the name of  
3 the eligible incumbent to the appointing authority.

4 5. Probation prohibited. Notwithstanding the provisions  
5 of 12 MCAR S 2.500 B.1.a., an employee appointed under 4. shall  
6 not be required to serve a new probationary period in the higher  
7 classification.

8 E. Class specifications. The classification plan shall  
9 consist of written specifications for each class. Each  
10 specification shall include an appropriate class title, a  
11 description of the duties and responsibilities of the work, and  
12 the requirements of training, experience, and other  
13 qualifications.

14 F. Revision of plan. Existing classes may be abolished or  
15 changed, or new classes added, in accordance with A.

16 11 MCAR S 1.2094 Compensation plan.

17 A. Preparation and adoption.

18 1. Preparation of plan. The Governor, through the  
19 Commissioner of Public Safety, shall formally adopt and make  
20 effective a comprehensive compensation plan, 11 MCAR S 1.2140,  
21 for all classes of positions which shall apply to all agencies  
22 covered by the merit system, except as otherwise negotiated for  
23 employees in a bargaining unit in agencies where there is an  
24 exclusive representative or in those instances where the  
25 requirements of F.2.c. have been satisfied. The plan shall  
26 include salary ranges for the various classes, with the salary  
27 of each class consistent with the duties and responsibilities  
28 outlined in the class specifications. Minimum, intervening, and  
29 maximum rates of pay for each class shall be established to  
30 provide for salary advancement without change of duty, in  
31 recognition of meritorious service. The advice and suggestions  
32 of appointing authorities, prevailing salary rates for similar  
33 and competing types of employment in business and government,  
34 and other relevant factors shall be taken into consideration in  
35 developing the ranges.

36 2. Review by council. The proposed compensation plan,

1 and any amendments thereto, shall be submitted to the council  
2 for review and recommendation. Upon review and recommendation  
3 and after compliance with the provisions of Minn. Stat. ch. 15,  
4 the Governor, through the commissioner, shall formally adopt the  
5 compensation plan which shall be the official salary schedule of  
6 the Minnesota merit system, effective the date specified.

7       3. Salary plans. The comprehensive compensation plan  
8 adopted by the commissioner shall provide for separate  
9 alphabetically designated salary plans for different  
10 occupational groupings of classes reflecting progressively  
11 higher salary ranges except for those classes where a single  
12 range of rates is found to be appropriate. Plans shall be  
13 established as provided in 11 MCAR S 1.2140 as follows:

14           a. Professional - A, B and C;

15           b. Clerical - A, B and C.

16       B. Selection of salary ranges by local civil defense  
17 authority.

18       1. Adoption as official plan. Appointing authorities  
19 shall by resolution choose a salary plan for each occupational  
20 grouping of classes from among the plans listed in A.3. except  
21 where salaries are negotiated with an exclusive representative  
22 or 5. is applicable. The plans adopted shall become the  
23 official plans for the appointing authority until amended.

24       2. Selection of rates. Within the minimum and maximum  
25 salaries for classes in the adopted plans, appointing  
26 authorities shall designate by resolution the minimum,  
27 intervening and maximum salary rates to be paid for each class  
28 of positions used by the appointing authority. The supervisor  
29 shall be promptly notified of the rates selected by each  
30 appointing authority.

31       3. Plan amendments. The appointing authority may by  
32 resolution amend its official plan for one or more occupational  
33 groupings of classes. The supervisor shall be promptly notified  
34 of the amendment.

35       4. Incumbents. Salary rates for incumbents of positions  
36 shall be established in accordance with the provisions of F.2.

1 and 3. on the basis of the plan adopted by the appointing  
2 authority as provided in A.3.

3 5. Nonrepresented employees. In agencies with an  
4 exclusive representative, the appointing authority may pay  
5 confidential, supervisory, and other personnel not covered by an  
6 exclusive representative who are in the same class as the  
7 employees who have an exclusive representative, the same rate of  
8 pay and salary ranges as negotiated for the class under D.1. In  
9 no case would this rule allow the appointing authority to reduce  
10 the rate of pay of confidential, supervisory or other excluded  
11 employees.

12 C. Adjustment of the official salary schedule of the  
13 Minnesota merit system.

14 1. Consumer price index. The compensation plan provided  
15 in 11 MCAR S 1.2140 shall be adjusted for changes in the level  
16 of salary rates in business and government for similar and  
17 competing types of employment and for changes in the Twin City  
18 Consumer Price Index.

19 2. Biennial review of labor market. In every  
20 odd-numbered year the supervisor shall conduct a review of  
21 changes in the level of salary rates in the labor market since  
22 the time of the most recent adjustment of the compensation  
23 plan. This review shall utilize the data and findings of other  
24 labor market surveys and shall, to the extent possible, be based  
25 upon similar surveys and data used in previous reviews. The  
26 supervisor shall complete this study and report the findings to  
27 the Commissioner of Public Safety on or before July 31 of each  
28 odd-numbered year.

29 3. Plan amendments. From the results of this study, the  
30 supervisor shall propose amendments to the compensation plan in  
31 accordance with Minn. Stat. ch. 15, and as outlined in 11 MCAR S  
32 1.2094 A. An amended compensation plan shall not be effective  
33 until the next succeeding January 1, or for those agencies on a  
34 bi-weekly or four-week payroll period on the beginning date of  
35 the first payroll period following the next succeeding January 1.

36 4. Biennial review of consumer price index. In every

1 even-numbered year, the supervisor shall conduct a review of the  
2 changes in the ~~consumers~~ consumer price index for urban wage  
3 earners and clerical workers for Minneapolis-St. Paul, as  
4 published by the Bureau of Labor Statistics, new series index  
5 (1967=100). The supervisor shall recommend that all rates of  
6 pay in the professional and clerical salary schedules be  
7 adjusted by an amount equal to 80 percent of the increase  
8 between the consumer price index for June of the current year  
9 and the consumer price index for June of the preceding year.  
10 This amount shall be rounded to the nearest tenth of a percent  
11 and may not exceed nine percent. The new recommended monthly  
12 salary rates shall be rounded to the nearest whole dollar. The  
13 same percentage increase recommended by the supervisor for all  
14 rates of pay shall be recommended as a general salary adjustment  
15 for all incumbents of positions in the professional and clerical  
16 salary schedules. An amended compensation plan resulting from  
17 these recommendations shall not be effective until the next  
18 succeeding January 1, or for those agencies on a bi-weekly or  
19 four-week payroll period on the beginning date of the first  
20 payroll period following the next succeeding January 1.

21 5. Plan adjustments. The appointing authority may  
22 implement an adjusted compensation plan by adjusting the  
23 salaries of the employees to the same numerically designated  
24 salary rate on the adjusted plan that the employees were paid  
25 under the former plan.

26 D. Negotiation of salary schedule.

27 1. Role of exclusive representative. In those agencies  
28 where employees have elected an exclusive representative the  
29 appointing authority and the exclusive representative may  
30 negotiate their own salary schedules for employees in the  
31 bargaining unit by class, with the salary for each consistent  
32 with the functions outlined in the class specifications.  
33 Minimum, intervening, and maximum rates of pay for each shall be  
34 established to provide for steps in salary advancement without  
35 change of duty, in recognition of meritorious service. When a  
36 new classification not previously used in the agency is

1 established in the middle of the contract period and the class  
2 falls within the bargaining unit and no provision exists in the  
3 contract for establishing those salaries, the appointing  
4 authority and the exclusive representative shall negotiate a  
5 salary schedule for the new classification within 60 days of the  
6 date of establishment of the classification.

7       2. Filing. A complete copy of the negotiated salary  
8 schedule must be filed with the supervisor within ten days after  
9 the signing of the contract or agreement. If the contract or  
10 agreement calls for succeeding increases in the salary schedule  
11 which change the original minimum and maximum salaries or  
12 intervening steps a new adjusted salary schedule must be filed  
13 with the supervisor within ten days after the effective date of  
14 any such succeeding adjustment.

15       E. Administration of the plan. In those agencies without an  
16 exclusive representative or where the collective bargaining  
17 agreement is silent regarding initial salaries, the entrance  
18 salary for any new employee shall normally be at the minimum  
19 rate of pay for the class to which the appointment is made.  
20 Requests to appoint above the minimum rate of pay may be made  
21 based on the exceptional qualifications of the candidate or the  
22 unavailability of candidates at the minimum rate, giving  
23 consideration to the salaries of current employees in the same  
24 classification. All candidates with similar exceptional  
25 qualifications must be offered the same rate of pay which shall  
26 be one of the established steps in the agency's adopted salary  
27 range for the class to which the appointment is made. The  
28 request, including reasons, must be submitted in writing by the  
29 appointing authority to the supervisor for prior approval.

30       F. Salary adjustments and increases.

31       1. Availability of funds. Before salary increases and  
32 adjustments are made in accordance with 11 MCAR SS 1.2090-1.2141  
33 or in accordance with a negotiated collective bargaining  
34 agreement, the civil defense authority shall have in its records  
35 and carry in its minutes a definite statement that funds for  
36 this purpose are available.

1           2. Plan requirements. In agencies where there is no  
2 exclusive representative or collective bargaining agreement,  
3 negotiated adjustments in the rates of pay of incumbents of  
4 positions, in order to conform to a newly adopted or currently  
5 effective compensation plan, shall be in accordance with a.-h.

6           a. If the rate of pay of an employee is below the  
7 minimum of the range prescribed for the employee's  
8 classification on the merit system compensation plan adopted by  
9 the appointing authority the rate shall be adjusted to that  
10 minimum.

11           b. If the rate of pay of an employee is at or above  
12 the new minimum salary adopted for the employee's class, the  
13 employee may receive the general merit system adopted adjustment  
14 and, if a class was adjusted to a greater extent than the  
15 general adopted adjustment, the class may receive the additional  
16 adjustment as provided in C.4. if the additional adjustment does  
17 not place the class salary over the new maximum adopted salary  
18 for the class.

19           c. If an appointing authority has determined that the  
20 general merit system adopted adjustment is inappropriate for its  
21 employees, it may grant a different adjustment; however, it must  
22 file with the supervisor the new salary steps by class and a  
23 salary conversion table as provided for in 11 MCAR S 1.2141.  
24 The adjustments shall at least place employees at the minimum  
25 salary and not over the maximum salary for their class on the  
26 salary plan adopted by the agency.

27           d. Employees at the maximum salary for their class may  
28 be granted salary adjustments over the maximum salary prescribed  
29 for their class, only if a merit system adjustment is adopted  
30 and only in the amount adopted for incumbents of that class.

31           e. If the rate of pay of an employee is higher than  
32 the maximum of the range prescribed for the employee's class the  
33 rate may remain the same as long as the employee retains the  
34 same classification.

35           f. If the rate of pay of an employee falls between the  
36 minimum and maximum of the salary range prescribed for the



1 employee's class but does not correspond to any intervening  
 2 steps in the range due to the adoption of a merit system general  
 3 adjustment the rate may remain the same. In the case of  
 4 subsequent merit increases the employee shall be placed on a  
 5 step in the adopted salary range for the employee's class.

6 g. Employees at the maximum salary rate for their  
 7 class may only be granted merit system adopted salary  
 8 adjustments in the amount adopted for incumbents of that class.  
 9 If an appointing authority wishes to grant a larger general  
 10 adjustment to its employees than that adopted by the merit  
 11 system and the adjustment would place an employee's rate of pay  
 12 above the maximum salary rate for the employee's class, the  
 13 appointing authority by prior resolution may grant to an  
 14 employee the annual equivalent of the difference between the  
 15 merit system adopted adjustments for incumbents and the agency  
 16 adopted adjustment in the form of a single lump sum salary  
 17 payment on the effective date of the general adjustment. The  
 18 employee's base salary will remain at the maximum salary rate  
 19 for the employee's class.

20 h. An appointing authority may propose a salary  
 21 increase within the salary range after providing detailed  
 22 written statements to the supervisor specifying the unusual  
 23 employment conditions that make the action necessary and the  
 24 interests of the agency that will be served by the action. The  
 25 supervisor shall review each such proposal giving due  
 26 consideration to the salary rates paid other employees in the  
 27 same class in the agency and may shall deny any request which in  
 28 his judgment is contrary to the best interests of the merit  
 29 system does not assure equitable compensation for comparable  
 30 work. Salary increases proposed in accordance with this  
 31 paragraph are not based on employee performance or a general  
 32 merit system adopted salary adjustment. The granting of the  
 33 increase will not affect the employee's eligibility for  
 34 subsequent merit increases or salary adjustments in accordance  
 35 with merit system rules. If the unusual employment conditions  
 36 justifying the increase are of a temporary nature the employee's

1 salary shall be decreased to its previous level upon conclusion  
2 of those conditions, notwithstanding the provisions of H.~~1~~ or  
3 12 MCAR S 2.508 D.~~1~~

4 3. Recommended adjustment. The merit system general  
5 adjustment recommended for incumbents is eight percent for  
6 employees on the professional and clerical salary schedules.

7 4. Salary differentials. Intra-agency salary  
8 differentials between employees in the same class of positions,  
9 between employees in different classes of positions in the same  
10 occupational field, and between occupational fields in the same  
11 agency are recognized as important factors in the maintenance of  
12 satisfactory morale. If the general adjustments result in the  
13 reduction of the differential between employees in the same  
14 class of positions or between employees in different classes of  
15 positions in the same occupational field adjustments may be made  
16 that will, insofar as practicable, maintain differentials within  
17 the limits of the new plan. In maintaining differentials the  
18 appointing authority shall consider the length of service and  
19 quality of performance of the employee affected.

20 5. Collective bargaining agreements. In agencies where  
21 there is an exclusive representative and a negotiated salary  
22 schedule for employees in the bargaining unit adjustments in the  
23 rates of pay of employees shall follow the wording of the  
24 contract or agreement.

25 G. Merit increases.

26 1. Increases by step. Merit increases from the minimum  
27 on the official merit system compensation plan or on any  
28 negotiated salary schedules or on any salary schedules filed  
29 with the supervisor pursuant to F.2.c. shall be by successive  
30 intervening steps of pay for the class with due consideration  
31 for length of service and quality of performance.

32 2. Eligible employees. In those agencies that have  
33 adopted a merit increase policy, an employee may be considered  
34 for a merit increase upon the satisfactory completion of the  
35 probationary period.

36 3. Annual review for merit increases. In those agencies

1 that have adopted a merit increase policy, a merit increase for  
2 each employee not at the maximum salary for the employee's  
3 classification shall be considered at least once each 12-month  
4 period unless otherwise negotiated through a contract or  
5 agreement by the appointing authority and the exclusive  
6 representative. In the event an increase is not granted the  
7 reasons for the denial of the increase shall be reported in  
8 writing to the employee and to the merit system supervisor.

9 4. Restriction on frequency of increases. In those  
10 agencies that have adopted a merit increase policy, except as  
11 otherwise negotiated by the appointing authority and the  
12 exclusive representative, a merit increase shall not be granted  
13 until the employee has served at least six months at the rate of  
14 pay from which an increase is proposed. In cases of  
15 exceptionally meritorious service, a merit increase of more than  
16 one salary step in the range or at less than a six month  
17 interval may be permitted. The facts upon which each  
18 exceptional merit increase is based shall be recorded in the  
19 official minutes of the local civil defense authority and  
20 reported to the merit system supervisor.

21 5. Increases based on additional education. In those  
22 agencies that have adopted a merit increase policy, an  
23 extraordinary merit increase within the agency's salary range  
24 may be granted upon satisfactory completion of 15 additional  
25 credits in a field or fields pertinent to the employee's class.  
26 In each case the employee's transcript of coursework must  
27 accompany the proposed merit increase.

28 6. Lump sum payments. In those agencies that have  
29 adopted a merit increase policy, the appointing authority may  
30 grant an employee who meets all other agency eligibility  
31 requirements for a merit increase but whose salary is at or  
32 above the maximum rate of pay in the adopted salary range for  
33 his classification the annual equivalent of a one step merit  
34 increase in the form of a single lump sum payment in recognition  
35 of meritorious job performance. Appointing authorities, prior  
36 to the beginning of the year in which these merit increases are

1 effective, must by resolution establish as official policy that  
2 these payments will be granted for meritorious job performance.  
3 The base salary of an employee receiving a lump sum merit  
4 increase shall remain at the rate attained immediately prior to  
5 the increase.

6 H. Salary decreases.

7 1. In general. Except as otherwise negotiated by an  
8 agency and the exclusive representative, a salary decrease  
9 within the range prescribed for the class may be made only for  
10 just cause. A permanent employee shall be notified of the  
11 intent to effect a reduction in pay and the reasons for the  
12 action at least ten calendar days prior to the date on which the  
13 reduction becomes effective. A copy of the notice shall be sent  
14 to the supervisor. A permanent employee whose salary is reduced  
15 may request a hearing as provided in 12 MCAR S 2.508 D.1-.

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

19 I. Work out of class. If an employee is expressly assigned  
20 in writing to perform all the duties of a position allocated to  
21 a higher classification that is temporarily unoccupied for  
22 reasons other than vacation or sick leave and the work exceeds  
23 15 consecutive work days the employee so assigned shall be paid  
24 for all hours of the assignment at least at the minimum rate of  
25 pay of the salary range for the higher class or may be granted a  
26 one step salary increase within his salary range. If the  
27 assignment is to a position in a classification at an equal or  
28 lower level the employee shall be paid for all hours of the  
29 assignment at the employee's current rate of pay. A work out of  
30 class assignment may be proposed only if the duration of the  
31 vacancy is anticipated to be less than six months. Approval of  
32 the assignments by the supervisor is required and must be  
33 received by the supervisor within five calendar days of the  
34 assignment. Upon completion of the work out of class assignment  
35 the employee's salary shall be reduced to its previous level,  
36 notwithstanding the provisions of H.1- or 12 MCAR S 2.508 D.1-.

1 11 MCAR S 1.2117 Salary computation provisions for full and  
2 part-time employment, vacation and sick leave pay upon  
3 termination, partial pay periods, overtime pay and part payment  
4 from another source.

5 A. Pay periods. The length of pay periods is at the  
6 discretion of the appointing authority or may be negotiated when  
7 there is an exclusive representative.

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

9 1. All rates prescribed in 11 MCAR SS 1.2140 and 1.2141  
10 shall be standard rates for full-time employees except as  
11 otherwise negotiated for employees in a bargaining unit in  
12 agencies where there is an exclusive representative or under the  
13 provisions of 11 MCAR S 1.2094 F.2.c. If employment in a  
14 position is on a part-time or intermittent basis, only the  
15 proportional part of the rate for the time actually employed  
16 shall be paid. The time may be paid on an hourly, working-day  
17 or proportion of a month basis. The agencies using 11 MCAR S  
18 1.2140 shall use the table prepared in accordance with 11 MCAR S  
19 1.2141 in computing the payment.

20 2. Those agencies with an exclusive representative who  
21 negotiate different salary schedules from those shown in 11 MCAR  
22 S 1.2140 under the provisions of 1. or those agencies operating  
23 under the provisions of 11 MCAR S 1.2094 F.2.c. shall file  
24 within ten days after the signing of the contract the schedules  
25 with the supervisor. Attached thereto, shall be a table similar  
26 in format, computation, and information to the table provided  
27 for in 11 MCAR S 1.2141. The table shall show monthly rates  
28 with appropriate conversion to hourly rates and to daily rates  
29 based on the number of working days and paid holidays in the  
30 month, and payment by payroll period for full-time work if the  
31 payment is made on other than a monthly basis.

32 C. Payment for less than a full payroll period. The amount  
33 of salary paid for a period less than a full payroll period to  
34 an employee shall be determined on the basis of the number of  
35 hours and days the employee worked in the payroll period.  
36 Agencies shall use the table provided for in 11 MCAR S 1.2141 in

1 computing this salary. Those agencies with an exclusive  
 2 representative who have negotiated different salary schedules  
 3 and those agencies operating under the provisions of 11 MCAR S  
 4 1.2094 F.2.c. shall use their table prepared in accordance with  
 5 11 MCAR S 1.2141 in computing this salary.

6 D. Part payment from another source. When part of the  
 7 compensation of a local civil defense employee regularly is paid  
 8 from another source, such as a federal, state, city or county  
 9 governmental departments department, or from a different fund or  
 10 account outside the control of the local civil defense  
 11 authority, the total salary from all governmental sources  
 12 combined shall not exceed the amount payable at the maximum rate  
 13 for the class of position involved on the compensation plan  
 14 adopted by the agency.

15 E. Compensation for vacation or sick leave upon separation.

16 1. An employee, who has permanent status in the county in  
 17 some class, who is separated from the agency shall be paid for  
 18 accumulated, unused vacation leave in accordance with 12 MCAR S  
 19 2.504 B.3.d. on the basis of the appropriate daily or hourly  
 20 rate as shown on the table prepared in accordance with 11 MCAR S  
 21 1.2141. This is illustrated by the following examples.

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

27 An employee who earns \$844 a month and is paid on a monthly  
 28 basis works 8 days in the month which has 22 working days in it  
 29 and terminates her employment. She has 11 days of vacation  
 30 accumulated. Daily rate of \$38.36 (for 22 day month) X 19 days  
 31 (8 regular working days plus 11 days of vacation) = \$727.70.

32 2. [Unchanged.]

33 3. [Unchanged.]

34 F.1. [Unchanged.]

35 11 MCAR S 1.2118 Appointments, promotions, demotions, transfers,  
 36 and reinstatements.

1 A. Appointment.

2 1. The entrance salary for the original appointment,  
3 provisional appointment, or emergency appointment of a new  
4 employee shall be at the minimum salary for the class of  
5 positions to which he is appointed, except when appointments are  
6 permitted above the minimum in accordance with 11 MCAR S 1.2094

7 E.

8 2. An employee who is provisionally employed at a rate of  
9 pay other than the minimum of the range prescribed for the class  
10 shall not be reduced in pay at the time of appointment from a  
11 register to the class.

12 B. Promotions.

13 1. ~~Employees~~ The salary of an employee who are is  
14 promoted shall have ~~their~~ salary be raised to the minimum rate  
15 of pay for the new class. If ~~their~~ the salary before promotion  
16 falls within the range of the new class but not on any step  
17 within that range, the salary shall be adjusted to the next  
18 higher step.

19 2. Employees granted a salary increase after having been  
20 promoted may be permitted to retain that increase when returned  
21 to a lower class, if the salary does not exceed the maximum  
22 salary for the lower class.

23 C. Demotions. An employee who is demoted, except one  
24 demoted in accordance with 11 MCAR S ~~1-2094 E-~~ 1.2093 D., and  
25 whose salary is above the maximum rate for the lower class shall  
26 be reduced in salary to at least the maximum rate for the new  
27 class. If the former salary is within the salary range for the  
28 lower class the same salary may be continued. An employee whose  
29 position is reclassified downward in accordance with 11 MCAR S  
30 ~~1-2094 E-~~ 1.2093 D. and remains in the same position may retain  
31 the former salary if it is above the maximum salary rate for the  
32 lower class but shall be ineligible to receive any further  
33 increases except those subsequently provided in the new  
34 classification.

35 D. Transfers. An employee who is transferred may be paid  
36 the same salary that he received prior to transfer. If an

1 employee's salary prior to transfer falls within the salary  
 2 range of the class to which he is transferring but not on a  
 3 salary step in that range, the employee's salary may be  
 4 increased to the next higher step in the range but it shall not  
 5 be lowered.

6 E. Reinstatements. A former employee who is reinstated or  
 7 reemployed may be paid the same salary rate that he last  
 8 received in the same class of positions if it coincides with a  
 9 step in the current salary range for the class, or if it does  
 10 not coincide, at the next higher step.

11 11 MCAR S 1.2140 Compensation plan (emergency services) - 1982

12 A. Professional

13 1. Plan A

14 a. Class of positions

15	--	1	2	3	4	5	6	7	8
16	Administrative								
17	Officer	1299	1358	1420	1485	1549	1620	1696	1777
18									
19	Asst. Civil Defense								
20	Director I	869	908	950	995	1039	1084	1136	1187
21									
22	Asst. Civil Defense								
23	Director II	1039	1084	1136	1187	1241	1299	1358	1420
24									
25	Asst. Civil Defense								
26	Director III	1241	1299	1358	1420	1485	1549	1620	1696
27									
28	Asst. Civil Defense								
29	Director IV	1485	1549	1620	1696	1777	1854	1939	2026
30									
31	Communications								
32	Officer	1136	1187	1241	1299	1358	1420	1485	1549
33									
34	County Civil Defense								
35	Director I	1241	1299	1358	1420	1485	1549	1620	1696
36									
37	County Civil Defense								
38	Director II	1420	1485	1549	1620	1696	1777	1854	1939
39									
40	County Civil Defense								
41	Director III	1620	1696	1777	1854	1939	2026	2117	2213
42									
43	County Civil Defense								
44	Director IV	2316	2421	2532	2645	2770	2897	3028	3161
45									
46	Local Civil Defense								
47	Director I	995	1039	1084	1136	1187	1241	1299	1358
48									
49	Local Civil Defense								
50	Director II	1136	1187	1241	1299	1358	1420	1485	1549
51									
52	Local Civil Defense								
53	Director III	1299	1358	1420	1485	1549	1620	1696	1777
54									
55	Local Civil Defense								
56	Director IV	1620	1696	1777	1854	1939	2026	2117	2213



1									
2	Local Civil Defense								
3	Director V	2316	2421	2532	2645	2770	2897	3028	3161
4									
5	Operations								
6	Officer	1299	1358	1420	1485	1549	1620	1696	1777
7									
8	Public Information								
9	Officer	1299	1358	1420	1485	1549	1620	1696	1777
10									
11	Radiological Defense								
12	Officer	1136	1187	1241	1299	1358	1420	1485	1549
13									
14	Safety Services								
15	Coordinator	1299	1358	1420	1485	1549	1620	1696	1777
16	2. Plan B								
17	a. Class of positions								
18		1	2	3	4	5	6	7	8
19	Administrative								
20	Officer	1358	1420	1485	1549	1620	1696	1777	1854
21									
22	Asst. Civil Defense								
23	Director I	908	950	995	1039	1084	1136	1187	1241
24									
25	Asst. Civil Defense								
26	Director II	1084	1136	1187	1241	1299	1358	1420	1485
27									
28	Asst. Civil Defense								
29	Director III	1299	1358	1420	1485	1549	1620	1696	1777
30									
31	Asst. Civil Defense								
32	Director IV	1549	1620	1696	1777	1854	1939	2026	2117
33									
34	Communications								
35	Officer	1187	1241	1299	1358	1420	1485	1549	1620
36									
37	County Civil Defense								
38	Director I	1241	1299	1358	1420	1485	1549	1620	1696
39									
40	County Civil Defense								
41	Director II	1420	1485	1549	1620	1696	1777	1854	1939
42									
43	County Civil Defense								
44	Director III	1620	1696	1777	1854	1939	2026	2117	2213
45									
46	County Civil Defense								
47	Director IV	2316	2421	2532	2645	2770	2897	3028	3161
48									
49	Local Civil Defense								
50	Director I	995	1039	1084	1136	1187	1241	1299	1358
51									
52	Local Civil Defense								
53	Director II	1136	1187	1241	1299	1358	1420	1485	1549
54									
55	Local Civil Defense								
56	Director III	1299	1358	1420	1485	1549	1620	1696	1777
57									
58	Local Civil Defense								
59	Director IV	1620	1696	1777	1854	1939	2026	2117	2213
60									
61	Local Civil Defense								
62	Director V	2316	2421	2532	2645	2770	2897	3028	3161
63									
64	Operations								
65	Officer	1358	1420	1485	1549	1620	1696	1777	1854
66									
67	Public Information								
68	Officer	1358	1420	1485	1549	1620	1696	1777	1854

1									
2	Radiological Defense								
3	Officer	1187	1241	1299	1358	1420	1485	1549	1620
4									
5	Safety Services								
6	Coordinator	1358	1420	1485	1549	1620	1696	1777	1854
7	3. Plan C								
8	a. Class of positions.								
9		1	2	3	4	5	6	7	8
10	Administrative								
11	Officer	1420	1485	1549	1620	1696	1777	1854	1939
12									
13	Asst. Civil Defense								
14	Director I	950	995	1039	1084	1136	1187	1241	1299
15									
16	Asst. Civil Defense								
17	Director II	1136	1187	1241	1299	1358	1420	1485	1549
18									
19	Asst. Civil Defense								
20	Director III	1358	1420	1485	1549	1620	1696	1777	1854
21									
22	Asst. Civil Defense								
23	Director IV	1620	1696	1777	1854	1939	2026	2117	2213
24									
25	Communications								
26	Officer	1241	1299	1358	1420	1485	1549	1620	1696
27									
28	County Civil Defense								
29	Director I	1241	1299	1358	1420	1485	1549	1620	1696
30									
31	County Civil Defense								
32	Director II	1420	1485	1549	1620	1696	1777	1854	1939
33									
34	County Civil Defense								
35	Director III	1620	1696	1777	1854	1939	2026	2117	2213
36									
37	County Civil Defense								
38	Director IV	2316	2421	2532	2645	2770	2897	3028	3161
39									
40	Local Civil Defense								
41	Director I	995	1039	1084	1136	1187	1241	1299	1358
42									
43	Local Civil Defense								
44	Director II	1136	1187	1241	1299	1358	1420	1485	1549
45									
46	Local Civil Defense								
47	Director III	1299	1358	1420	1485	1549	1620	1696	1777
48									
49	Local Civil Defense								
50	Director IV	1620	1696	1777	1854	1939	2026	2117	2213
51									
52	Local Civil Defense								
53	Director V	2316	2421	2532	2645	2770	2897	3028	3161
54									
55	Operations								
56	Officer	1420	1485	1549	1620	1696	1777	1854	1939
57									
58	Public Information								
59	Officer	1420	1485	1549	1620	1696	1777	1854	1939
60									
61	Radiological Defense								
62	Officer	1241	1299	1358	1420	1485	1549	1620	1696
63									
64	Safety Services								
65	Coordinator	1420	1485	1549	1620	1696	1777	1854	1939
66	B. Clerical								

1	1. Plan A								
2	a. Class of positions								
3		1	2	3	4	5	6	7	8
4	Clerk I	616	645	676	704	734	766	801	839
5									
6	Clerk II	704	734	766	801	839	877	917	959
7									
8	Clerk III	784	821	857	895	937	982	1027	1073
9									
10	Clerk-Typist I	645	676	704	734	766	801	839	877
11									
12	Clerk-Typist II	704	734	766	801	839	877	917	959
13									
14	Clerk-Typist III	784	821	857	895	937	982	1027	1073
15									
16	Clerk-Steno I	676	704	734	766	801	839	877	917
17									
18	Clerk-Steno II	766	801	839	877	917	959	1004	1049
19									
20	Clerk-Steno III	821	857	895	937	982	1027	1073	1119
21	III								
22	---								
22	2. Plan B								
23	a. Class of positions								
24		1	2	3	4	5	6	7	
25	Clerk I	704	734	766	801	839	877	917	
26									
27	Clerk II	801	839	877	917	959	1004	1049	
28									
29	Clerk III	895	937	982	1027	1073	1119	1172	
30									
31	Clerk-Typist I	734	766	801	839	877	917	959	
32									
33	Clerk-Typist II	801	839	877	917	959	1004	1049	
34									
35	Clerk-Typist III	895	937	982	1027	1073	1119	1172	
36									
37	Clerk-Steno I	766	801	839	877	917	959	1004	
38									
39	Clerk-Steno II	877	917	959	1004	1049	1094	1147	
40									
41	Clerk-Steno III	937	982	1027	1073	1119	1172	1223	
42	3. Plan C								
43	a. Class of positions								
44		1	2	3	4	5	6	7	
45	Clerk I	766	801	839	877	917	959	1004	
46									
47	Clerk II	877	917	959	1004	1049	1094	1147	
48									
49	Clerk III	982	1027	1073	1119	1172	1223	1281	
50									
51	Clerk-Typist I	801	839	877	917	959	1004	1049	
52									
53	Clerk-Typist II	877	917	959	1004	1049	1094	1147	
54									
55	Clerk-Typist III	982	1027	1073	1119	1172	1223	1281	
56									
57	Clerk-Steno I	839	877	917	959	1004	1049	1094	
58									
59	Clerk-Steno II	959	1004	1049	1094	1147	1198	1252	
60									
61	Clerk-Steno III	1027	1073	1119	1172	1223	1281	1340	

1

2 11 MCAR S 1.2141 Provisions for computing monthly, hourly,  
3 less-than-full-time, bi-weekly, and four week salary rates. The  
4 supervisor shall publish a salary conversion table as part of  
5 the Minnesota Merit System Manual. The table shall list all  
6 existing salary rates listed in 11 MCAR S 1.2140. For those  
7 salary rates, the supervisor shall calculate hourly, daily and  
8 payroll period salaries for each of the salary rates listed.  
9 This table shall be based on an eight-hour day, 40-hour week and  
10 2088-hour year. Agencies with a normal work schedule which  
11 varies from an eight-hour day, 40-hour week or 2088-hour year or  
12 agencies with payroll periods other than once every two weeks,  
13 every four weeks, or every month, shall supply the supervisor  
14 with a salary conversion table as provided for in 11 MCAR S  
15 ~~1.2094 F-2-e~~ or in 11 MCAR S ~~1.2117 B-2~~.

16

17 Repealer. Rules 11 MCAR SS 1.2116, 1.2125, 1.2126, 1.2127,  
18 1.2129, and 1.2130 are repealed.