

1 Department of Health

2 Minnesota Merit System

3

4 Adopted Amendments to Existing Rules Governing the Compensation
5 Plan; Leaves of Absence and Inter-Agency Operations

6

7 Rules as Adopted

8 7 MCAR S 1.239 Preparation of compensation plan.

9 A. Commissioner's adoption. In accordance with the
10 Administrative Procedure Act, the commissioner shall formally
11 adopt and make effective a comprehensive compensation plan
12 including minimum and maximum salary rates as provided in 7 MCAR
13 S 1.314, and recommended intervening steps as published in the
14 Health Merit System Manual as amended through May 29, 1982, for
15 all classes of positions. The plan shall apply to all agencies
16 covered by the merit system except as otherwise negotiated for
17 employees in a bargaining unit in an agency where there is an
18 exclusive representative or in those instances where the
19 requirements of 7 MCAR S 1.2395 B.3. have been satisfied. The
20 plan shall include salary ranges for the various classes, with
21 the salary of each class consistent with the duties and
22 responsibilities outlined in the class specifications. Minimum,
23 intervening, and maximum rates of pay for each class shall be
24 established to provide for salary advancement without change of
25 duty, in recognition of meritorious service. The advice and
26 suggestions of appointing authorities, prevailing salary rates
27 for similar and competing types of employment in business and
28 government, and other relevant factors shall be taken into
29 consideration in developing the salary ranges.

30 B. [Unchanged.]

31 C. Classes of positions in plan. The comprehensive
32 compensation plan shall provide for separate alphabetically
33 designated salary plans for different occupational groupings of
34 classes reflecting progressively higher salary ranges except for
35 those classes for which a single range of rates is found to be
36 appropriate. Plans shall be established as provided in A.

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1 Minimum and maximum salaries shall be provided for in 7 MCAR S
2 1.314.

3 7 MCAR S 1.2395 Salary adjustments and increases.

4 A.-B. [Unchanged.]

5 C. Recommended adjustments. The merit system general
6 adjustment recommended for incumbents is seven and eight-tenths
7 percent for employees on the professional and administrative,
8 health services support, clerical, and building maintenance
9 salary schedules.

10 D.-E. [Unchanged.]

11 7 MCAR S 1.250 Leaves of absence.

12 A. Applicability of minimum standards. Leave policies
13 stated in B.-H. are minimum standards and shall apply to all
14 employees except when otherwise negotiated by the appointing
15 authority with an exclusive representative or otherwise adopted
16 in accordance with this section. At the discretion of the
17 appointing authority, negotiated benefits may be applied to all
18 employees of the agency.

19 Beyond the minimum standards listed in B.-H. the appointing
20 authority may adopt an optional leave of absence policy to the
21 extent allowed in I.

22 Agencies without an exclusive representative that adopt an
23 optional leave policy beyond the minimum standards listed in
24 B.-H. shall file a copy with the supervisor.

25 Agencies without an exclusive representative may develop
26 and adopt a consistent county-wide policy regarding vacation and
27 sick leave accrual rates that differs from that in D.1. and E.1.
28 and which shall apply to all employees covered by 7 MCAR SS
29 1.235-1.315.

30 B.-C. [Unchanged.]

31 D. Vacation leave.

32 1. Upon the completion of six full months of satisfactory
33 service in the merit system, vacation leave shall accrue to a
34 permanent, probationary, or trainee employee for the time served
35 at the rate of one working day for each full month of service,

1 except as otherwise adopted under A. No vacation leave shall be
2 accrued or granted during the first six months of service in the
3 merit system; but upon satisfactory completion of that period,
4 vacation leave shall accrue to a permanent, probationary, or
5 trainee employee for the time served. Limited-term and
6 provisional employees with less than six full months of service
7 and emergency employees shall not accrue vacation leave.
8 Provisional employees with more than six months of service shall
9 accrue vacation leave. Unused vacation leave shall accumulate
10 to a total of at least 24 working days. The agency shall
11 determine the time at which vacation leave may be taken.
12 Vacation leave may not be used before completion of the period
13 in which it is accrued. Part-time employees shall accrue
14 vacation leave on a prorated basis based on hours worked in
15 accordance with a schedule prepared by the appointing authority.

16 2.-4. [Unchanged.]

17 E. Sick leave.

18 1. Every permanent, probationary, provisional, and
19 limited-term employee shall accrue sick leave at the rate of one
20 working day for each completed month of service, except as
21 otherwise adopted under A., and such accrued sick leave may be
22 used under the conditions prescribed in 2.-10.

23 2.-10. [Unchanged.]

24 F.-I. [Unchanged.]

25 7 MCAR S 1.255 Interagency operations.

26 A. Payroll review.

27 1. The commissioner shall adopt a plan providing for the
28 review by the supervisor of the payrolls or certified listings
29 of employees and current salaries. Such plans shall provide for
30 a periodic review of the payrolls or certified listings of
31 employees and current salaries for conformity with the
32 provisions of these rules.

33 B. Records and reports.

34 1. The supervisor shall establish and maintain service
35 records for each employee, showing name and classification,
36 organizational unit, salary, changes in status, service ratings,

1 and such other personnel information as may be considered
2 pertinent. Every recommendation for a temporary or permanent
3 change in the status of an employee shall be submitted by the
4 appointing authority to the supervisor on forms prescribed by
5 him.

6 C. Cooperation with merit system agencies.

7 1. The supervisor, with the approval of the commissioner,
8 may cooperate with other state, federal, or local merit system
9 agencies operating in conformity with the standards comparable
10 to those contained in these rules. With the approval of the
11 commissioner, the supervisor may announce and administer joint
12 examinations in conformity with the standards of these rules,
13 and the registers so established shall be given recognition
14 under these rules. When filling a vacant position, an
15 appointing authority may request that the supervisor approve the
16 transfer of a permanent employee from another merit system
17 jurisdiction. If it is determined that both the classification
18 level of the employee's position and the examination taken to
19 obtain that position are comparable to those of the vacant
20 position, the supervisor shall approve the transfer. All
21 persons appointed under this rule shall be required to serve a
22 six-month probationary period.

23 7 MCAR S 1.314 Compensation plan (Public Health) - 1983. The
24 tables in A.-D. list minimum and maximum salary steps in monthly
25 salary amounts for the specified classes of positions.

26 A. Professional and administrative.

27 1. Plan A.

28	Minimum	Maximum
29		
30 Assistant Director of	1828	2610
31 Environmental Health		
32		
33 Assistant Director of	1670	2386
34 Public Health Nursing		
35		
36 Business Administrator	1670	2386
37		
38 Business Supervisor	1225	1746
39		
40 Director of Environmental	2090	2986
41 Health		
42		
43 Director of Public	1670	2386
44 Health Nursing I		

1			
2	Director of Public	1828	2610
3	Health Nursing II		
4			
5	Home Care Coordinator	1464	1999
6			
7	Medical Technologist	1338	1746
8			
9	Public Health Educator I	1338	1828
10			
11	Public Health Educator II	1670	2282
12			
13	Public Health Nurse	1400	1828
14			
15	Public Health Nurse	1464	1916
16	(Team Leader)		
17			
18	Public Health Nutritionist	1531	2090
19			
20	Registered Nurse	1338	1670
21	(A.A. Degree, 3 year		
22	Diploma, or B.S. Degree)		
23			
24	Sanitarian I	1338	1601
25			
26	Sanitarian II	1464	1999
27			
28	Sanitarian III	1601	2282
29			
30	Sanitarian IV	1746	2497
31			
32	School Health Coordinator	1400	1916
33			
34	Senior Public Health	1531	1999
35	Nurse		
36			

37 2. Plan B.

38		Minimum	Maximum
39			
40	Assistant Director of	1916	2729
41	Environmental Health		
42			
43	Assistant Director of	1746	2497
44	Public Health Nursing		
45			
46	Business Administrator	1746	2497
47			
48	Business Supervisor	1280	1828
49			
50	Director of Environmental	2184	3123
51	Health		
52			
53	Director of Public	1746	2497
54	Health Nursing I		
55			
56	Director of Public	1916	2729
57	Health Nursing II		
58			
59	Home Care Coordinator	1531	2090
60			
61	Medical Technologist	1400	1828
62			
63	Public Health Educator I	1400	1916
64			
65	Public Health Educator II	1746	2386
66			
67	Public Health Nurse	1464	1916
68			
69	Public Health Nurse	1531	1999
70	(Team Leader)		

1			
2	Public Health Nutritionist	1601	2184
3			
4	Registered Nurse	1400	1746
5	(A.A. Degree, 3 year		
6	Diploma, or B.S. Degree)		
7			
8	Sanitarian I	1400	1670
9			
10	Sanitarian II	1531	2090
11			
12	Sanitarian III	1670	2386
13			
14	Sanitarian IV	1828	2610
15			
16	School Health Coordinator	1464	1999
17			
18	Senior Public	1601	2090
19	Health Nurse		
20			

21 3. Plan C.

22		Minimum	Maximum
23			
24	Assistant Director of	1999	2851
25	Environmental Health		
26			
27	Assistant Director of	1828	2610
28	Public Health Nursing		
29			
30	Business Administrator	1828	2610
31			
32	Business Supervisor	1338	1916
33			
34	Director of Environmental	2282	3264
35	Health		
36			
37	Director of Public	1828	2610
38	Health Nursing I		
39			
40	Director of Public	1999	2851
41	Health Nursing II		
42			
43	Home Care Coordinator	1601	2184
44			
45	Medical Technologist	1464	1916
46			
47	Public Health Educator I	1464	1999
48			
49	Public Health Educator II	1828	2497
50			
51	Public Health Nurse	1565	2042
52			
53	Public Health Nurse	1634	2137
54	(Team Leader)		
55			
56	Public Health Nutritionist	1670	2282
57			
58	Registered Nurse	1495	1869
59	(A.A. Degree, 3 year		
60	Diploma, or B.S. Degree)		
61			
62	Sanitarian I	1464	1746
63			
64	Sanitarian II	1601	2184
65			
66	Sanitarian III	1746	2497
67			
68	Sanitarian IV	1916	2729
69			
70	School Health Coordinator	1531	2090

1			
2	Senior Public	1706	2229
3	Health Nurse		
4			

5 B. Health services support personnel.

6 1. Plan A.

7		Minimum	Maximum
8			
9	Animal Warden	956	1252
10			
11	Bookkeeper	1001	1431
12			
13	Home Health Aide	768	956
14			
15	Home Health Aide	1049	1368
16	Coordinator		
17			
18	Inspector I	1073	1225
19			
20	Inspector II	1169	1531
21			
22	Laboratory Technician	915	1195
23			
24	Licensed Practical Nurse	1024	1280
25			
26	Medical Laboratory	956	1252
27	Assistant		
28			
29	Nutrition Assistant	1001	1368
30			
31	Public Health Aide	642	838
32			

33 2. Plan B.

34		Minimum	Maximum
35			
36	Animal Warden	1001	1307
37			
38	Bookkeeper	1049	1495
39			
40	Home Health Aide	799	1001
41			
42	Home Health Aide	1096	1431
43	Coordinator		
44			
45	Inspector I	1120	1280
46			
47	Inspector II	1225	1601
48			
49	Laboratory Technician	956	1252
50			
51	Licensed Practical Nurse	1093	1338
52			
53	Medical Laboratory	1001	1307
54	Assistant		
55			
56	Nutrition Assistant	1049	1431
57			
58	Public Health Aide	674	876
59			

60 3. Plan C.

61		Minimum	Maximum
62			
63	Animal Warden	1049	1368
64			
65	Bookkeeper	1096	1565

1			
2	Home Health Aide	838	1049
3			
4	Home Health Aide	1146	1495
5	Coordinator		
6			
7	Inspector I	1169	1338
8			
9	Inspector II	1280	1670
10			
11	Laboratory Technician	1001	1307
12			
13	Licensed Practical Nurse	1120	1400
14			
15	Medical Laboratory	1049	1368
16	Assistant		
17			
18	Nutrition Assistant	1096	1495
19			
20	Public Health Aide	705	915
21			

22 C. Clerical.

23 1. Plan A.

	Minimum	Maximum
24		
25		
26	Clerk I	664 904
27		
28	Clerk II	759 1034
29		
30	Clerk III	845 1157
31		
32	Clerk-Typist I	695 945
33		
34	Clerk-Typist II	759 1034
35		
36	Clerk-Typist III	845 1157
37		
38	Clerk-Steno I	729 989
39		
40	Clerk-Steno II	826 1131
41		
42	Clerk-Steno III	885 1206
43		
44	Switchboard Operator I	759 1034
45		
46	Switchboard Operator II	806 1107
47		

48 2. Plan B.

	Minimum	Maximum
49		
50		
51	Clerk I	759 989
52		
53	Clerk II	863 1131
54		
55	Clerk III	965 1263
56		
57	Clerk-Typist I	791 1034
58		
59	Clerk-Typist II	863 1131
60		
61	Clerk-Typist III	965 1263
62		
63	Clerk-Steno I	826 1082
64		
65	Clerk-Steno II	945 1236
66		
67	Clerk-Steno III	1010 1318

1			
2	Switchboard Operator I	863	1131
3			
4	Switchboard Operator II	924	1206
5			

3. Plan C.

	Minimum	Maximum	
8			
9	Clerk I	826	1082
10			
11	Clerk II	945	1236
12			
13	Clerk III	1059	1381
14			
15	Clerk-Typist I	863	1131
16			
17	Clerk-Typist II	945	1236
18			
19	Clerk-Typist III	1059	1381
20			
21	Clerk-Steno I	904	1179
22			
23	Clerk-Steno II	1034	1350
24			
25	Clerk-Steno III	1107	1445
26			
27	Switchboard Operator I	945	1236
28			
29	Switchboard Operator II	1010	1318
30			

D. Building maintenance. Employees in the classes specified in 1. and 2. who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

1. Plan A.

	Minimum	Maximum	
37			
38			
39	Custodian	736	863
40			
41	Janitor	863	1107
42			

2. Plan B.

	Minimum	Maximum	
44			
45			
46	Custodian	863	1021
47			
48	Janitor	1021	1313