

1 Department of Health

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 4670.0100 DEFINITIONS.

7 [For text of subps 1 to 47, see M.R.]

8 Subp. 48. **Transfer.** "Transfer" means the movement of a
9 probationary or permanent employee from a position in one class
10 to another position in the same class in the same or different
11 local agency or to a position in a different class in the same
12 or different local agency that has a salary range within one
13 step of the former class and similar comparable work value and
14 that meets the requirements of part 4670.2800.

15 [For text of subps 49 and 50, see M.R.]

16 4670.1020 CLASSES OF POSITIONS IN PLAN.

17 The comprehensive compensation plan shall provide for a
18 single salary schedule for each occupational grouping of classes
19 including professional and administrative, health services
20 support, clerical, and building maintenance classes. The plan
21 shall be established as provided in part 4670.1000 with minimum
22 and maximum salaries for each class as provided for in parts
23 4670.4200 to 4670.4240. The plan shall be the official plan for
24 all appointing authorities until amended.

25 4670.1110 SELECTION OF RATES.

26 By resolution, each appointing authority shall designate
27 the minimum, intervening, and maximum salary rates to be paid
28 for each class of positions used by the appointing authority.
29 The rates must be within the minimum and maximum salaries for
30 the classes on the salary schedules for each occupational
31 grouping of classes. The appointing authority shall promptly
32 notify the supervisor about the rates selected.

33 4670.1120 PLAN AMENDMENTS.

34 By resolution, the appointing authority may amend the

1 minimum, intervening and maximum salary rates to be paid for any
2 class of positions used by the appointing authority. The
3 appointing authority shall promptly notify the supervisor about
4 official action taken to amend its plan.

5 4670.1130 INCUMBENTS.

6 Salary rates for incumbents of positions shall be
7 established in accordance with parts 4670.1310 and 4670.1320 on
8 the basis of the comprehensive compensation plan as provided in
9 part 4670.1020.

10 4670.1140 NONREPRESENTED EMPLOYEES.

11 In agencies with an exclusive representative, the
12 appointing authority may pay confidential, supervisory, and
13 other personnel not covered by an exclusive representative who
14 are in the same class as employees who have an exclusive
15 representative, the same rate of pay and salary range as
16 negotiated for the class under part 4670.1210. In no case would
17 this rule allow the appointing authority to reduce the rate of
18 pay of confidential, supervisory, or other excluded employees.

19 4670.1310 PLAN REQUIREMENTS.

20 In agencies where there is no exclusive representative or
21 collective bargaining agreement, negotiated adjustments in the
22 rates of pay of incumbents of positions, in order to conform to
23 a newly adopted or currently effective compensation plan, shall
24 be in accordance with items A to H:

25 A. If the rate of pay of an employee is below the
26 minimum of the range prescribed for the employee's
27 classification on the merit system compensation plan, the rate
28 shall be adjusted to that minimum.

29 [For text of item B, see M.R.]

30 C. If a local public health authority determines the
31 general merit system adopted adjustment is inappropriate for its
32 employees, the authority may grant a different adjustment. The
33 authority shall file with the supervisor the new salary steps by
34 class and a salary conversion table as provided for in part

1 4670.4300. The adjustments shall at least place employees at
2 the minimum salary and not over the maximum salary for their
3 classes.

4 [For text of items D to F, see M.R.]

5 G. Employees at or above the maximum salary rate for
6 their class may be granted a salary adjustment only in the
7 amount adopted by the merit system for all employees whose
8 positions are not covered by the terms and conditions of a
9 collective bargaining agreement. If an appointing authority
10 wishes to grant a larger general adjustment to its employees
11 than that adopted by the merit system, the appointing authority,
12 by prior resolution, may grant that employee the annual
13 equivalent of the difference between the merit system adopted
14 adjustment for all employees and the agency adopted adjustment
15 for its employees in the form of a single lump sum payment or
16 lump sum salary payments commencing on the effective date of the
17 general adjustment. The employee's base salary rate shall be
18 equal to the employee's salary before the agency adjustment plus
19 the merit system adopted adjustment.

20 [For text of item H, see M.R.]

21 4670.1600 WORK-OUT-OF-CLASS ASSIGNMENTS.

22 If an employee is expressly assigned in writing to perform
23 all the duties of a position allocated to a higher
24 classification that is temporarily unoccupied for reasons other
25 than vacation or sick leave and that work exceeds 15 consecutive
26 work days in duration, the employee so assigned shall be paid
27 for all hours of the assignment at least at the minimum rate of
28 pay of the salary range for the higher class or may be granted a
29 salary increase within the employee's salary range. If the
30 assignment is to a position in a classification at an equal or
31 lower level, the employee shall be paid for all hours of the
32 assignment at the employee's current rate of pay. A
33 work-out-of-class assignment is limited to no more than six
34 months. An appointing authority may submit a written request to
35 extend a work-out-of-class assignment for up to an additional

1 six months, specifying the reason why the extension is
2 necessary. A request to extend a work-out-of-class assignment
3 must be initiated at least 15 days before the end of the initial
4 six-month assignment. Approval of these assignments by the
5 supervisor is required and requests for approval must be
6 received by the supervisor within five calendar days of the
7 assignment. Upon completion of the work-out-of-class
8 assignment, the employee's salary shall be reduced to its
9 previous level, notwithstanding the provisions of parts
10 4670.1500, subpart 1, and 4670.3530.

11 4670.2800 TRANSFERS.

12 A transfer of an employee from a position in one
13 organizational subdivision of a local public health agency to a
14 position of the same class in another organizational subdivision
15 of a local public health agency may be made at any time by the
16 appointing authority concerned.

17 Transfer of a probationary or permanent employee from a
18 position in one local public health agency to a position of the
19 same class in another local public health agency may be made
20 with the approval of the appointing authorities concerned and
21 the supervisor, subject to the provisions of parts 4670.2600,
22 subpart 2, and 4670.2650. All such transfers must be reported
23 to the supervisor. With the approval of the merit system
24 supervisor, a permanent employee may transfer from a position in
25 one class in a county agency to a position in a different class
26 in the same or different county agency that has a salary range
27 within one step of the former class and similar comparable work
28 value. If the work behaviors and examination content areas of
29 the two classes are not similar and if the employee has met the
30 minimum qualifications of education and experience for the class
31 to which transfer is proposed, the supervisor may require the
32 employee to take and pass, on an advisory basis, the examination
33 for the class to which transfer is proposed before approving the
34 transfer.

35 4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

1	Subpart 1. Plan.		
2		Minimum	Maximum
3			
4	Assistant Director of Environmental Health	2199	3434
5	Director of Environmental Health	2515	3930
6	Director of Public Health Nursing	2102	3434
7	Public Health Educator	1762	2749
8	Public Health Nurse	1844	2870
9	Registered Nurse (A.A. Degree, 3 year		
10	Diploma, or B.S. Degree)	1762	2749
11	Sanitarian	1611	2632
12	Senior Public Health Nurse	2014	3141
13			
14	Subp. 2. and 3. [See Repealer.]		

15 4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

16	Subpart 1. Plan.		
17		Minimum	Maximum
18			
19	Bookkeeper	1204	1881
20	Home Health Aide	1102	1721
21	Home Health Aide Coordinator	1351	2014
22	Inspector	1351	2014
23	Licensed Practical Nurse	1351	2014
24	Public Health Aide	987	1611
25			
26	Subp. 2. and 3. [See Repealer.]		

27 4670.4230 CLERICAL COMPENSATION PLAN.

28	Subpart 1. Plan.		
29		Minimum	Maximum
30			
31	Clerk I	836	1361
32	Clerk II	956	1626
33	Clerk III	1137	1778
34	Clerk-Typist I	917	1483
35	Clerk-Typist II	956	1626
36	Clerk-Typist III	1215	1899
37	Clerk-Steno	956	1626
38	Switchboard Operator	917	1483
39			
40	Subp. 2. and 3. [See Repealer.]		

41 4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

42 Subpart 1. Shift Differential. Employees in the class
 43 specified in subpart 2 who are required to work for a period of
 44 at least five hours after 6 p.m. on a regularly scheduled basis
 45 may be paid a shift differential in the amount of one salary
 46 step above their normal day work rate.

47 Subp. 2. Shift differential; janitors.

48		Minimum	Maximum
49			
50	Janitor	1044	1588
51			
52	Subp. 3. [See Repealer.]		

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2 REPEALER. Minnesota Rules, parts 4670.1100; 4670.4210,
3 subparts 2 and 3; 4670.4220, subparts 2 and 3; 4670.4230,
4 subparts 2 and 3; and 4670.4240, subpart 3, are repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
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