

1 Department of Public Safety

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 7520.0100 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 9575.0850.

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

16 7520.0600 PREPARATION AND ADOPTION OF COMPENSATION PLAN.

17 [For text of subps 1 and 2, see M.R.]

18 Subp. 3. **Salary plans and salary rates.** The comprehensive
19 compensation plan adopted by the commissioner shall provide for
20 a single salary schedule for each occupational grouping of
21 classes including professional and clerical classes. The plan
22 shall be established as provided in subpart 1 with minimum and
23 maximum salaries for each class as provided in parts 7520.1000
24 and 7520.1100. The plan shall be the official plan for all
25 appointing authorities until amended.

26 7520.0610 SELECTION OF SALARY RANGES BY LOCAL AUTHORITY.

27 Subpart 1. [See Repealer.]

28 Subp. 2. **Selection of rates.** Within the minimum and
29 maximum salaries for classes on the salary schedules for each
30 occupational grouping of classes, appointing authorities shall
31 designate by resolution the minimum, intervening, and maximum
32 salary rates to be paid for each class of positions used by the
33 appointing authority. The supervisor shall be promptly notified
34 of the rates selected by each appointing authority.

1 Subp. 3. **Plan amendments.** The appointing authority may by
2 resolution amend the minimum, intervening, and maximum salary
3 rates to be paid for any class of positions used by the
4 appointing authority. The supervisor shall be promptly notified
5 of the amendment.

6 Subp. 4. **Incumbents.** Salary rates for incumbents of
7 positions shall be established in accordance with the provisions
8 of part 7520.0650, subparts 2 and 3 on the basis of the
9 comprehensive compensation plan adopted by the appointing
10 authority as provided in part 7520.0600, subpart 3.

11 Subp. 5. **Nonrepresented employees.** In agencies with an
12 exclusive representative, the appointing authority may pay
13 confidential, supervisory, and other personnel not covered by an
14 exclusive representative who are in the same class as the
15 employees who have an exclusive representative, the same rate of
16 pay and salary range as negotiated for the class under part
17 7520.0630, subpart 1. In no case would this part allow the
18 appointing authority to reduce the rate of pay of confidential,
19 supervisory, or other excluded employees.

20 7520.0650 SALARY ADJUSTMENTS AND INCREASES.

21 [For text of subpart 1, see M.R.]

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

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

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

33 C. If an appointing authority has determined that the
34 general merit system adopted adjustment is inappropriate for its
35 employees, it may grant a different adjustment; however, it must

1 file with the supervisor the new salary steps by class and a
2 salary conversion table as provided for in part 7520.1200. The
3 adjustments shall at least place employees at the minimum salary
4 and not over the maximum salary for their class.

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

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

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

22 [For text of subps 3 to 5, see M.R.]

23 7520.0680 WORK OUT OF CLASS.

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

1 may submit a written request to extend a work out of class
 2 assignment for up to an additional six months, specifying the
 3 reason why the extension is necessary. A request to extend a
 4 work out of class assignment must be initiated at least 15 days
 5 prior to the end of the initial six month assignment. Approval
 6 of the assignments by the supervisor is required and must be
 7 received by the supervisor within five calendar days of the
 8 assignment. Upon completion of the work out of class assignment
 9 the employee's salary shall be reduced to its previous level,
 10 notwithstanding the provisions of part 7520.0670 or 9575.1180.

11 7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990;
 12 PROFESSIONAL.

13 Subpart 1. Plan.

	Minimum	Maximum
14		
15		
16 Administrative Officer	1762	2632
17 Assistant		
18 Emergency Management Director	1541	2413
19 Communications Officer	1541	2300
20 Operations Officer	1762	2632
21 Public Information Officer	1762	2632
22 Radiological Officer	1541	2300
23 Safety Services Coordinator	1762	2632
24		

25 Subp. 2. and 3. [See Repealer.]

26 7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990;
 27 CLERICAL.

28 Subpart 1. Plan.

	Minimum	Maximum
29		
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		

39 Subp. 2. and 3. [See Repealer.]

40
 41 REPEALER. Minnesota Rules, parts 7520.0610, subpart 1;
 42 7520.1000, subparts 2 and 3; 7520.1100, subparts 2 and 3, are
 43 repealed.

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