

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

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5 Rules as Adopted

6 9575.0010 DEFINITIONS.

7 [For text of subps 1 to 45, see M.R.]

8 Subp. 46. **Temporary employee.** "Temporary employee" means

9 an employee who is appointed with a definite ending date. A

10 temporary employee's term of employment may not exceed a total

11 of 12 months in any 24-month period in any one agency.

12 [For text of subps 47 to 49, see M.R.]

13 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

15 Subp. 3. **Recommended adjustment.** The merit system general

16 adjustment recommended for incumbents is 2-1/4 percent for

17 employees on the professional, support, clerical, and

18 maintenance and trades salary schedules.

19 [For text of subps 4 and 5, see M.R.]

20 9575.0680 TEMPORARY APPOINTMENT.

21 Subpart 1. **Approval.** The supervisor may approve an

22 appointing authority's temporary appointment for:

23 A. filling a vacancy funded for six months or less;

24 B. providing an employee for a temporary project not

25 anticipated to last more than six months;

26 C. filling a vacancy created by an approved leave of

27 absence; or

28 D. unusual documented instances, when an appointing

29 authority asks to make a temporary appointment of six months or

30 less to a position otherwise authorized for more than six months.

31 Subp. 2. **From eligible register.** Temporary appointments

32 must be made from the eligible register. Certification must be

33 made of the names of those eligible persons, in order of their

34 place on an appropriate register, who have indicated willingness

1 to accept temporary employment. Certification must be made
2 according to parts 9575.0600 to 9575.0630. The acceptance or
3 refusal of a temporary appointment does not affect an eligible
4 person's standing on a register or eligibility for appointment
5 to a permanent position.

6 **Subp. 3. No available candidates on eligible register.** In
7 the absence of available candidates on the eligible register,
8 the supervisor may authorize the appointing authority to make a
9 direct appointment of a person who meets the minimum
10 qualifications of education and experience for the
11 classification, after considering the following documentation
12 submitted by the appointing authority:

13 A. a statement that there is no appropriate eligible
14 list available or that all eligible candidates on an incomplete
15 certification from an eligible list are unavailable or
16 unsuitable for temporary appointment; and

17 B. a description of the appointee's qualifications in
18 a manner prescribed by the supervisor to permit examination of
19 the appointee's qualifications.

20 **Subp. 4. Term of appointment.** Temporary appointments must
21 be for the period of need only and are limited to six months.
22 An appointing authority may submit a written request to extend a
23 temporary appointment for up to an additional six months,
24 specifying the reason why the extension is necessary. A
25 temporary employee's term of employment may not exceed a total
26 of 12 months in any 24-month period in any one agency. The
27 period of the temporary appointment may not be counted as part
28 of a probationary period. Successive temporary appointments to
29 the same position may not be made.

30 9575.0930 LAYOFF.

31 **Subpart 1. Reasons and procedures.** An appointing
32 authority may lay off an employee in the classified service by
33 reason of abolishment of the position, lack of funds, shortage
34 of work, or other reason outside the control of the employee.
35 No permanent employee, however, shall be laid off while any

1 emergency, provisional, temporary, or probationary employee is
2 continued in a position of the same class in the agency. Layoff
3 shall be made in inverse order of seniority by employment
4 conditions in the class of work in the agency. Seniority for
5 purposes of layoff shall be the length of service in the class
6 from which layoff occurs in the agency.

7 [For text of subps 2 to 5, see M.R.]

8 Subp. 6. **Length of time on layoff list.** Names of laid off
9 employees will remain on the layoff list for a minimum of one
10 year and eligibility shall be extended to a period of time equal
11 to the employee's previous service in the merit system not to
12 exceed five years. The name of a laid off employee must be
13 removed from the layoff list if the employee fails to accept a
14 position in the former classification and county agency or if
15 the employee is appointed to a permanent position in a class
16 equal to or higher than the one from which the employee was laid
17 off. In such cases, the employee's name must remain on the
18 reemployment list for the class from which the employee was laid
19 off.

20 [For text of subps 7 and 8, see M.R.]

21 9575.1030 VACATION LEAVE.

22 Subpart 1. **Accrual rate.** Upon the completion of six full
23 months of satisfactory service in the merit system, vacation
24 leave shall accrue to a permanent, probationary, or trainee
25 employee for time served at the rate of one working day for each
26 full month of service except as otherwise adopted under part
27 9575.1000, subpart 3. No vacation leave shall be accrued or
28 granted during the first six months of service in the merit
29 system, but upon the satisfactory completion of such period,
30 vacation leave shall accrue to a permanent, probationary, or
31 trainee employee for the time served. Temporary and provisional
32 employees with less than six full months of service and
33 emergency employees shall not accrue vacation leave. Provisional
34 employees with more than six months of service shall accrue
35 vacation leave. Unused vacation leave shall accumulate to a

1 total of at least 24 working days. The county agency shall
2 determine the time at which vacation leave may be taken.
3 Vacation leave may not be used prior to completion of the period
4 in which it is accrued. Part-time employees shall accrue
5 vacation leave on a prorated basis based on hours worked in
6 accordance with a schedule prepared by the appointing authority.

7 [For text of subps 2 to 4, see M.R.]

8 9575.1040 SICK LEAVE.

9 Subpart 1. **Accrual rate.** Every permanent, probationary,
10 provisional, temporary, and trainee employee shall accrue sick
11 leave at the rate of one working day for each completed month of
12 service, except as otherwise adopted under part 9575.1000, and
13 such accrued sick leave may be used under the conditions
14 hereinafter prescribed:

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

31 [For text of subps 2 to 9, see M.R.]

32 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1992.

33 Subpart 1. **Professional.** The following minimum and
34 maximum salary steps in monthly salary amounts shall be
35 applicable to the specified classes of positions:

	Minimum	Maximum
1		
2		
3	Accountant	1873 2923
4	Accounting Supervisor	2235 3651
5	Administrative Assistant I	2338 3996
6	Administrative Assistant II	2733 4273
7	Administrative Assistant III	3120 4655
8	Adult Day Care Center Supervisor	1790 2923
9	Assistant Welfare Director	4179 6205
10	Chemical Dependency Coordinator	1873 2923
11	Collections and Accounting Unit	
12	Supervisor	1961 3192
13	Collection Services Supervisor II	1961 3192
14	Community Health Services Supervisor	2235 3651
15	Computer Programmer	1790 2923
16	Contract Services Representative	2047 3341
17	County Agency Social Worker	
18	(Licensing Specialist)	1790 2923
19	County Agency Social Worker	1873 3192
20	County Agency Social Worker	
21	(Child Protection Specialist)	1873 3192
22	County Agency Social Worker (MSW)	1961 3192
23	County Agency Social Worker (MSW)	
24	(Child Protection Specialist)	1961 3192
25	Director of Business Management I	2733 4273
26	Director of Business Management II	3268 4860
27	Director of Financial Assistance	3268 4860
28	Director of Planning	3268 4860
29	Director of Public Health Nursing	2235 3651
30	Director of Social Services	3268 4860
31	Employment Guidance Counselor	1713 2566
32	Family Based Services Supervisor	1873 2923
33	Family Service Coordinator II	1713 2566
34	Financial Assistance Supervisor I	1961 3192
35	Financial Assistance Supervisor II	2235 3651
36	Financial Assistance Supervisor III	2338 3996
37	Fiscal Manager	2338 3996
38	Fiscal Officer	1713 2566
39	Fiscal Supervisor I	1790 2923
40	Fiscal Supervisor II	2235 3651
41	Gerontology Counselor	1961 3192
42	Human Services Director III	3570 5307
43	Human Services Supervisor I	2338 3996
44	Human Services Supervisor II	3052 4560
45	Mental Health Program Manager	2733 4273
46	Mental Health Worker	2047 3341
47	Nutrition Project Assistant Director	1790 2923
48	Nutrition Project Director	2235 3651
49	Office Services Supervisor	1639 2566
50	Planner (Human Services)	2047 3341
51	Psychologist I	1961 3192
52	Psychologist II	2235 3651
53	Psychologist III	2983 4273
54	Public Health Educator	1873 3192
55	Public Health Nurse	1961 3052
56	Public Health Nurse (Team Leader)	2047 3192
57	Public Health Nursing Supervisor	2142 3341
58	Registered Dietician	1790 2923
59	Registered Nurse (A.A. Degree,	
60	3 year Diploma, or B.S. Degree)	1873 2923
61	Sanitarian	1790 2923
62	Senior Staff Development Specialist	2235 3651
63	Social Services Supervisor I	2338 3996
64	Social Services Supervisor II	2675 4368
65	Social Services Supervisor III	3052 4560
66	Staff Development Specialist	1790 2923
67	Student Social	
68	Worker (Intern) Rate proposed by appointing authority.	
69	Support Services and	
70	Accounting Supervisor	2047 3341
71	Support Services Supervisor	1873 2923

1	Trainee	Rate proposed by appointing authority and	
2		approved by the merit system supervisor	
3		and the commissioner of human services.	
4	Volunteer Services Coordinator	1790	2923
5	Welfare Director I	2733	4273
6	Welfare Director II	3052	4560
7	Welfare Director III	3268	4860
8	Welfare Director IV	3570	5307
9	Welfare Director V	3814	5672
10	Welfare Director VI	4758	6761

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 12 **Subp. 4. Support personnel.** The following minimum and
 13 maximum salary steps in monthly salary amounts shall be
 14 applicable to the specified classes of positions:

15		Minimum	Maximum
16			
17	Account Clerk	1224	1830
18	Accounting Technician	1311	1961
19	Adult Day Care Center Program Coordinator	1437	2142
20	Case Aide	1311	2142
21	Chemical Dependency Counselor	1600	2282
22	Child Health Aide	1049	1713
23	Child Support Officer	1713	2566
24	(Administrative Process)		
25	Child Support Officer I	1533	2282
26	Child Support Officer II	1713	2566
27	Collections Officer	1437	2142
28	Collection Services Supervisor I	1873	2923
29	Community Service Aide	1049	1713
30	Community Support Technician	1600	2282
31	Computer Operations Specialist	1224	1830
32	Coordinator of Aging	1713	2566
33	Crisis Center Resource Aide	1311	1961
34	Executive Assistant	1600	2282
35	Family Based Services Provider	1600	2282
36	Family Service Aide I	1224	1830
37	Family Service Aide II	1311	1961
38	Family Service Coordinator I	1437	2142
39	Family Service/Home Health Aide	1224	1830
40	Financial Assistance Specialist	1639	2566
41	Financial Worker	1311	2142
42	Home Health Aide	1224	1830
43	Home Health Aide Coordinator	1437	2142
44	Housekeeper	Rate proposed by appointing authority and	
45		approved by the merit system supervisor	
46		and the commissioner of human services.	
47	Housing Coordinator	1873	2923
48	Housing Rehabilitation Specialist	1437	2142
49	Licensed Practical Nurse	1437	2142
50	Methods and Procedures Technician	1600	2282
51	Monitoring and Review Specialist	1437	2142
52	Public Health Aide	1049	1713
53	Senior Citizen's Aide	1224	1830
54	SILS Program Coordinator	1600	2282
55	Support and Collections Specialist	1713	2566
56	Support Enforcement Aide	1224	1830
57	Welfare Fraud Investigator	1713	2566

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 59 **Subp. 7. Clerical.** The following minimum and maximum
 60 salary steps in monthly salary amounts shall be applicable to
 61 the specified classes of positions:

62		Minimum	Maximum
63			
64	Administrative Secretary	1311	1961
65	Clerk I	902	1467

1	Clerk II	1049	1713
2	Clerk III	1224	1830
3	Clerk-Typist I	985	1600
4	Clerk-Typist II	1049	1713
5	Clerk-Typist III	1311	1961
6	Clerk-Steno	1049	1713
7	Data Entry Operator	985	1600
8	Information Systems Specialist	1049	1713
9	Legal Secretary	1224	1830
10	Switchboard Operator	985	1600

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12 Subp. 10. **Maintenance and trades.** The following minimum

13 and maximum salary steps in monthly salary amounts shall be

14 applicable to the specified classes of positions. Janitors who

15 are required to work for a period of at least five hours after 6

16 p.m. on a regularly scheduled basis may be paid a shift

17 differential in the amount of one salary step above their normal

18 day-work rate.

19		Minimum	Maximum
20			
21	Auto Driver	985	1600
22	Bus Driver	1049	1713
23	Janitor	1049	1713
24	Maintenance Worker	1224	1830