

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 23, see M.R.]

8 Subp. 24. [See repealer.]

9 [For text of subps 25 to 46, see M.R.]

10 Subp. 47. **Temporary employee.** "Temporary employee" means
11 an employee who is appointed with a definite ending date. A
12 temporary employee's term of employment may not exceed a total
13 of 12 months in any 24-month period in any one agency.

14 [For text of subps 48 to 50, see M.R.]

15 4670.1320 RECOMMENDED ADJUSTMENTS.

16 The merit system general adjustment recommended for
17 incumbents is 2-1/4 percent for employees on the professional
18 and administrative, health services support, clerical, and
19 building maintenance salary schedules.

20 4670.2530 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 will be
33 made of the names of those eligibles, in order of their place on
34 an appropriate register, who have indicated willingness to

1 accept temporary employment. Certification must be made
2 according to parts 4670.2100 to 4670.2400. The acceptance or
3 refusal of a temporary appointment does not affect an eligible's
4 standing on a register or eligibility for appointment to a
5 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 a period of
22 six months. An appointing authority may submit a written
23 request to extend a temporary appointment for up to an
24 additional six months, specifying the reason why the extension
25 is necessary. A temporary employee's term of employment may not
26 exceed a total of 12 months in any 24-month period in any one
27 agency. The period of the temporary appointment may not be
28 counted as part of a probationary period. Successive temporary
29 appointments to the same position may not be made.

30 4670.2930 LAYOFF.

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

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

7 [For text of subps 2 and 3, see M.R.]

8 Subp. 4. Layoff list. The names of permanent or
9 probationary employees laid off or demoted in lieu of layoff
10 shall be placed in order of seniority on the layoff list for the
11 class and the agency from which the layoff took place. The
12 affected employees shall have their names placed also on the
13 reemployment list for the class from which the layoff took place
14 and any other class in which they have permanent or probationary
15 status prior to layoff.

16 Names of laid off employees will remain on the layoff list
17 for a minimum of one year and eligibility shall be extended to a
18 period of time equal to the employee's previous service in the
19 merit system not to exceed five years. The name of a laid off
20 employee must be removed from the layoff list if the employee
21 fails to accept a position in the former classification and
22 county agency or if the employee is appointed to a permanent
23 position in a class equal to or higher than the one from which
24 the employee was laid off. In such cases, the employee's name
25 must remain on the reemployment list for the class from which
26 the employee was laid off.

27 [For text of subps 5 and 6, see M.R.]

28 4670.3030 VACATION LEAVE.

29 Subpart 1. Accrual. Upon the completion of six full
30 months of satisfactory service in the merit system, vacation
31 leave shall accrue to a permanent, probationary, or trainee
32 employee for the time served at the rate of one working day for
33 each full month of service except as otherwise provided under
34 part 4670.3000. No vacation leave shall be accrued or granted
35 during the first six months of service in the merit system; but

1 upon satisfactory completion of that period, vacation leave
 2 shall accrue to a permanent, probationary, or trainee employee
 3 for the time served. Temporary and provisional employees with
 4 less than six full months of service and emergency employees
 5 shall not accrue vacation leave. Provisional employees with
 6 more than six months of service shall accrue vacation leave.
 7 Unused vacation leave shall accumulate to a total of at least 24
 8 working days. The agency shall determine the time at which
 9 vacation leave may be taken. Vacation leave may not be used
 10 before completion of the period in which it is accrued.
 11 Part-time employees shall accrue vacation leave on a prorated
 12 basis based on hours worked in accordance with a schedule
 13 prepared by the appointing authority.

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

15 4670.3040 SICK LEAVE.

16 Subpart 1. Rate. Every permanent, probationary,
 17 provisional, or temporary employee shall accrue sick leave at
 18 the rate of one working day for each completed month of service,
 19 except as otherwise adopted under part 4670.3000, and such
 20 accrued sick leave may be used under the conditions prescribed
 21 in subparts 2 to 10.

22 [For text of subps 2 to 10, see M.R.]

23 4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN,
24 1992.

25 Subpart 1. Plan.

	Minimum	Maximum
26		
27		
28 Assistant Director of Environmental Health	2338	3651
29 Director of Environmental Health	2675	4179
30 Director of Public Health Nursing	2235	3651
31 Public Health Educator	1873	3192
32 Public Health Nurse	1961	3052
33 Registered Nurse (A.A. Degree, 3 year		
34 Diploma, or B.S. Degree)	1873	2923
35 Sanitarian	1790	2923

36 4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

37 Subpart 1. Plan.

	Minimum	Maximum
38		
39		
40 Bookkeeper	1280	2000
41 Home Health Aide	1224	1830

1	Home Health Aide Coordinator	1437	2142
2	Inspector	1437	2142
3	Licensed Practical Nurse	1437	2142
4	Public Health Aide	1049	1713

5 4670.4230 CLERICAL COMPENSATION PLAN.

6 Subpart 1. Plan.

7		Minimum	Maximum
8			
9	Clerk I	902	1467
10	Clerk II	1049	1713
11	Clerk III	1224	1830
12	Clerk-Typist I	985	1600
13	Clerk-Typist II	1049	1713
14	Clerk-Typist III	1311	1961
15	Clerk-Steno	1049	1713
16	Switchboard Operator	985	1600

17 4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

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

19 Subp. 2. Shift differential; janitors.

20		Minimum	Maximum
21			
22	Janitor	1049	1713

23 REPEALER. Minnesota Rules, part 4670.0100, subpart 24, is

24 repealed.