

7-1-59  
State of Minnesota  
Civil Service Department  
122 State Office Building  
St. Paul 1

June 26, 1959

Honorable Miles Lord  
Attorney General  
State Capitol  
St. Paul 1, Minnesota

Dear Mr. Lord:

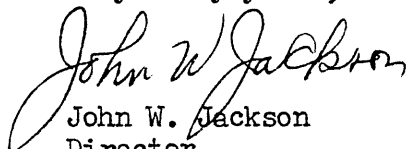
At a public hearing June 25, 1959, of which thirty days prior public notice was given, the Civil Service Board considered a proposed revision to Civil Service Rule 5.3.

We are enclosing revised rule 5.3 approved by the Civil Service Board to become effective July 1, 1959. Material that was deleted is stricken and the new material is underlined.

As Secretary of the Board, I certify that this rule was duly adopted in accordance with Minnesota Statutes 1957, Section 15.0412.

We will appreciate your consideration and approval of this rule as to form and legality as provided by law. If your action is favorable, we will appreciate having this rule filed with the Secretary of State on July 1, 1959 so that there can be no question as to its effective date.

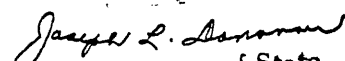
Very truly yours,

  
John W. Jackson  
Director

Enclosure

9797-V  
7-1-59  
STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

JUL 1 - 1959 - 8:30 a.m.

  
Joseph L. Benson  
Secretary of State

PUBLIC NOTICE

Minnesota Civil Service Department

Under the provisions of Minnesota Statutes 1957, Section 15.0412, Subdivision 4, notice is hereby given of a public hearing before the Civil Service Board on proposed changes to Civil Service Rule 5.3.

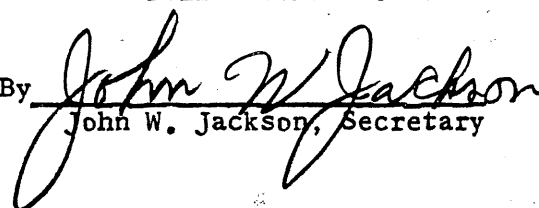
The hearing will be held at 11:00 a.m., Thursday, June 25, 1959 in the offices of the Civil Service Department, 122 State Office Building, St. Paul 1, Minnesota.

The purpose of the proposed rule changes, a copy of which is attached, is to facilitate administrative changes in the payroll system.

Present rule 5.3 is printed in its entirety. Material crossed out is proposed for deletion and proposed new material is underlined.

Civil Service Board

By

  
John W. Jackson, Secretary

May 25, 1959

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## PROPOSED REVISION IN CIVIL SERVICE RULE 5.3

### 5.3 Hourly, Daily and Weekly Rates

Monthly rates of pay shall be paid except that on certification by an appointing authority that payment of monthly rates for certain classes within his jurisdiction is not feasible because of the temporary or intermittent nature of the work, the civil service director may authorize the payment of daily or hourly rates for the classes concerned. Such daily or hourly rates shall be computed from the monthly rates established in the compensation plan and in no case shall exceed the maximum of the established range for the class of position involved except that for employment on a strictly temporary or project basis, the director may authorize a rate of pay which may exceed the maximum of the range provided, by not more than 70 per cent. In each case where payment above the maximum rate for the class is authorized because of the temporary or project nature of the work, the employee so paid shall not be entitled to vacation or sick leave. Temporary or project basis employment for the purposes of this rule ordinarily will be restricted to a planned work program which is to be completed within a specified limited period of time and which is not of a seasonal or regularly recurring nature.

In adjusting monthly rates to hourly, daily, or weekly rates, the number of hours, days, or weeks in the work month as established in the schedule provided for in rule 13.1, shall be divided into the monthly rate and shall be determined by the following formulae:

$$\text{Hourly rate} = \frac{\text{Monthly rate} \times 12}{\text{No. of hours per work week} \times 52}$$

$$\text{Daily rate} = \frac{\text{Monthly rate}}{4 \frac{1}{3} \times \text{No. of days in the work week}}$$

$$\text{Weekly rate} = \text{Monthly rate} \div 4 \frac{1}{3}$$

All computations of hourly, daily and weekly rates shall be made on the basis of the adjusted monthly rates established in the compensation plan.

If a mechanical payroll system is installed in effect with 26 pay periods each year, the following provisions shall apply: Each year shall be divided into 26 pay periods, 25 of which shall consist of 80 working hours inclusive of holidays. The remaining pay period shall consist of 88 hours. An annual adjustment is to be made in salary payments to assure payment to each full time regular employee of 12 times his statutory monthly salary. In case of separation an appropriate adjustment

like-wise will be made. All salaries will be converted for purposes of payroll computation to hourly rates regardless of employment conditions. In adjusting monthly rates to hourly rates for payroll computation, the following formula shall be used:

Monthly rate x 12

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$\frac{80 \text{ (No. hours in normal pay period)} \times 26}{\text{No. working hours (inclusive of holidays) in year}}$

All computations of hourly rates shall be made on the basis of the adjusted monthly rates established in the compensation plan.

APPROVED AS TO FORM AND LEGALITY

*June 29 1959*  
MILES MORD, ATTORNEY GENERAL

By *Henry H. Hickman*  
Sp. ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

JUL 1 - 1959 - 8:30 a.m.

*Joseph L. Anderson*  
Secretary of State