

3-6-61

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

9797-V

March 1, 1961

Honorable Walter F. Mondale
Attorney General
State Capitol
St. Paul 1, Minnesota

Dear Mr. Mondale:

At a public hearing March 1, 1961, of which thirty days prior public notice was given on January 26, 1961, the Civil Service Board considered proposed revisions to the Civil Service Rules as shown in attached public notice.

We are submitting this letter in quadruplicate showing below revised Rules 5.2a and 10.5 as approved by the Civil Service Board on March 1, 1961. Material deleted is stricken and new material is underlined.

3-6-61

Civil Service Rule Changes
Adopted by the Civil Service Board
March 1, 1961

5.2 Administration of the Compensation Plan

The following provisions assume that funds are available and that expenditures have been authorized by the commissioner of administration.

a. Beginning Salary

The minimum rate of pay for a class shall normally be paid upon appointment to the class. Upon written certification by the appointing authority that original appointment at one of the salary steps above the minimum rate is justified by exceptional qualifications of the eligible or by lack of available eligibles at the minimum rate, the director shall consider the pay rates of employees in the same class and agency and may authorize such appointment provided other eligibles having similar qualifications are offered the same rate.

When a permanent employee is promoted, and has been paid at a rate equal to or exceeding the minimum of the new position ~~for the preceding six months~~, the appointing authority may make the appointment at a rate within the range which grants a one step salary increase. upon promotion.

If a former employee is re-employed in a class in which he was previously employed, the appointing authority may make an appoint-

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ment at the same rate of pay the employee had been receiving at the termination of service.

If a provisional employee subsequently receives an appointment to a position in the same or comparable class after regular certification from an eligible list without interruption in his service to the state, he shall be eligible to continue in his regular appointment, at the same rate of pay he was receiving as a provisional employee. Upon written recommendation of the appointing authority, a provisional employee who is appointed without interruption in his services to the state to a position in a class having a lower salary range may be appointed at a salary rate within the range which does not exceed one step for each six months of continuous service.

- b. Salary Increases)
- c. Salary Decreases) No change
- d. Total Remuneration)

10.5 Demotion

An appointing authority may demote an employee for inefficient performance of his duties, for disciplinary reasons, or for other just causes.

A permanent employee shall, before the action is taken, be furnished with a statement in writing, setting forth the reasons for the demotion. He shall be permitted five days time to reply thereto, in writing, or upon request, to appear personally and reply to the head of the department. A copy of the statement and the employee's reply, if any, shall be filed with the director prior to the effective date of the demotion. The permanent employee upon written request may demand a hearing before the board in accordance with the provisions of rule 12.1 (c). (Refer to Minnesota Statutes, Section 43.24.)

At any time during the probationary period that an appointing authority determines that the employee's performance does not meet work standards he may demote the employee, except that no employee serving a probationary period following his transfer or promotion shall be demoted except for just cause or with his consent during the first thirty calendar days of the probationary period. (Refer to Minnesota Statutes, Section 43.21.)

Seniority of an employee in the class to which he is demoted shall be limited to service in the agency and shall consist of the combined total of his prior seniority in the class to which demotion occurs, in all higher classes, and in all other classes which the director determines to be sufficiently similar to the class to which demotion occurs.

Any permanent or probationary employee about to be laid off because ~~of reinstatement of an employee from military leave or appointment under rule 6.13~~, shall be demoted to displace any employee with less seniority in any the next lower class in which he previously served unless he

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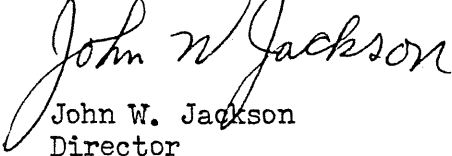
elects to be laid off. In either event the name of such employee shall be placed on an appropriate layoff list and upon his written application may be placed on an appropriate reemployment list.

An appointing authority, with the consent of the affected employee, may demote, in lieu of layoff, a permanent or probationary employee not covered by the preceding provision. Such action shall not entitle the employee to a hearing in the demotion, but his name shall be placed on the layoff list and upon written request may be placed on the reemployment list for the class from which he was demoted. No employee so demoted shall displace a permanent or probationary employee except in order of seniority as determined under rule 10.4 (c).

As secretary of the Board, I certify that these rules were duly adopted in accordance with Minnesota Statutes 1957, Section 15.0412.

We will appreciate your consideration and approval of these rules as to form and legality as provided by law.

Very truly yours,


John W. Jackson
Director

APPROVED AS TO FORM

AND ^{LEGALITY} ~~EXECUTION~~ March 6 1961

WALTER F. MONDALE, ATTORNEY GENERAL

By 
Special Assistant Attorney General


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STATE OF MINNESOTA
DEPARTMENT OF STATE

FILED

MAR 6 - 1961

- 10:30 p.m.

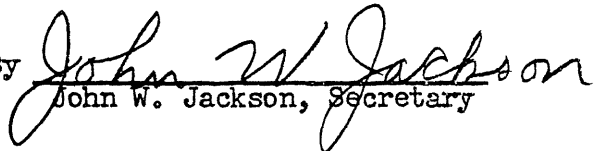

Secretary of State

P L E A S E P O S T

A public hearing before the Civil Service Board will be held at 11:00 a.m., Wednesday, March 1, 1961, in the offices of the Civil Service Department, 122 State Office Building, St. Paul 1, Minnesota, for consideration of proposed revisions in Civil Service Rules 5.2a and 10.5. The Board held a previous hearing on December 7, 1960, on the attached changes but in order to give proper notice as required by law the proposed changes will come before the Board for action at the time and place specified above.

CIVIL SERVICE BOARD

By


John W. Jackson, Secretary

DATE: January 26, 1961

P L E A S E P O S T

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