

6-28-67

AMENDMENTS TO CIVIL SERVICE RULES 5.5, 13.2,
AND 14.1 AS APPROVED BY THE CIVIL SERVICE BOARD

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In accordance with the requirements of Minnesota Statutes 1965, Section 15.0412, Subdivision 4, the Civil Service Board conducted a public hearing on June 14, 1967, pursuant to due notice, to consider proposed amendments to Civil Service Rules 5.5, 13.2, and 14.1; and, based on a showing of need, the following amendments (deletions are stricken, additions are underlined) were adopted:

5.5 Overtime [~~Repealed effective July 1, 1967.~~] at the beginning of the first payroll period following July 1, 1967.

13.2 Overtime

Each appointing authority requiring or permitting overtime work shall prepare written regulations governing such overtime which shall include the following:

- a. Conditions under which cash payment for overtime is authorized.
- b. Conditions under which compensatory time off may be accrued, used or cancelled including the policies to be followed at the time an employee is separated from service.
- c. For all employees in the classified service assigned to ranges below 8A or 11B in the salary plan, the regulations shall require compensation for overtime work paid at one and one-half times the regular rate of pay provided in the salary plan or compensatory time off based on one and one-half times the overtime hours worked.
- d. For all employees except those described in c. hereof, the conditions under which compensatory time off or overtime payment in cash will be allowed and will not be allowed and the rates for cash payment or compensatory time off when allowed.

The term "overtime" means hours worked in excess of forty hours per week, except in state hospitals or institutions the term "overtime" means hours worked in excess of eighty hours per two weeks.

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Anything to the contrary herein notwithstanding, an appointing authority may, with the approval of the director, provide that an employee in a position requiring him regularly to remain at, or within the confines of his station during longer than ordinary periods of duty, a substantial part of which consists of remaining in a standby status or sleeping and eating rather than performing work shall not be compensated in accordance with c. above but shall be covered under d. above.

Such regulations governing overtime shall be effective when approved by the commissioner of administration and the director and shall remain in effect until cancelled in writing by the appointing authority, the director or the commissioner of administration.

The appointing authority shall post or distribute copies of regulations so approved in order to inform affected employees.

No compensatory time off or cash payment for overtime work ordered by the appointing authority or voluntarily performed by the employee shall be allowed unless regulations are effective as above provided. These provisions take effect at the beginning of the first payroll period following July 1, 1967.

14.1 Service-Ratings Performance Appraisal

Standards of performance established as a basis for service-ratings performance appraisal shall have reference to the quality and quantity of work done, the manner in which the service is rendered, the faithfulness of employees to their duties and such other characteristics as will measure the value of the employee to the service. ~~The-director-may-investigate-the-accuracy-of-reports-of ratings-and-may-take-action-to-secure-the-adjustment-of the-ratings-to-conform-to-the-facts-so-ascertained.--It shall-be-his-duty-to-provide-for-uniformity-of-application of-the-standards-by-different-rating-officers.--Each employee-in-the-classified-service-shall-be-notified-by the-appointing-authority-of-each-service-rating-at-the time-of-such-rating-with-a-view-to-his-being-afforded opportunity-for-correcting-his-obvious-weaknesses.--The reports-and-records-on-which-the-ratings-of-each-employee are-based-may-be-inspected-by-the-employee-or-his-duly authorized-representative, by-the-appointing-authority of-any-employee, and-in-the-discretion-of-the-director, by any-other-appointing-authority-who-is-considering-a~~

~~transfer-of-the-employee-to-his-own-jurisdiction.--Such ratings, reports, and records shall not be open to inspection by any other persons outside the civil service department.~~

Each agency shall adopt a system of performance appraisal based on standards in accordance with the minimum requirements described herein and make reports as requested by the director. The system for appraising probationary performance shall be a standard system prescribed by the director. The director will make available a standard system for appraising performance of permanent employees. If this system does not meet the special needs of an agency, the agency may develop and implement an independent system for appraising the performance of permanent employees which may be placed in effect, with the approval of the director, as meeting the following minimum standards:

1. The performance appraisal system of each agency shall include periodic performance discussions between supervisors and employees. Such discussions shall be held on a regularly scheduled basis at least once in each 12 calendar months after an employee completes his probationary period.
2. Performance appraisals shall be made in writing, and both the supervisor and the employee shall receive a copy.
3. An official copy of the most recent written appraisal shall be kept on file by each agency. If a copy is not filed in a central location, the supervisor's copy shall be considered the official agency copy.

Nothing in the above minimum requirements shall preclude inclusion of additional desirable features in the performance appraisal system such as:

1. Encouraging supervisors to actively exercise their responsibilities and holding them accountable for reviewing and advising employees on their work performance throughout the year.
2. Providing space on appraisal forms for plans for improving future performance in addition to the appraisal of past performance.

Upon special request of the board or the director, a copy of an employee's performance appraisal shall be made

available to the department for consideration of transfers to other jurisdictions and for other personnel actions. In all cases of disciplinary actions reviewable by the board, a copy of the last appraisal made on the disciplined employee's performance shall be made available to the board at the time of hearing if the employee appeals.

Approved as to Form and Legality

June 27, 19 67.

DOUGLAS M. HEAD, Attorney General

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CIVIL SERVICE BOARD

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STATE OF MINNESOTA
DEPARTMENT OF STATE

FILED

JUN 28 1967

1:20 P.M.

James A. Anderson
Secretary of State