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STATE OF MINNESOTA

DEPARTMENT OF STATE

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Civil Service Rule Changes
Adopted by the Civil Service Board
November 23, 1955

Approved as to form and
substantive
Joseph H. Blyden - 12/1/55
Acting Secretary General
State of Minnesota

1797-V

3.3 Labor Service

d. Salary Rates and Changes in Salary Rates in the Labor Service

Within the limitations of availability of funds as determined by the commissioner of administration, discretion as to the rate of pay within the established range for the affected class shall be vested in the appointing authority. Where payment is made on an hourly, daily or weekly basis in employment in the labor service, the hourly, daily or weekly rate shall be determined as provided in rule 5.3, and the provisions of rules 13.7 and 13.8 relating to vacation and sick leave shall not apply.

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13.8 Sick Leave

Sick leave shall be earned by each employee paid on a monthly basis in a continuing position in the classified service, ~~except as otherwise provided in rule 5.3,~~ at the rate of one working day for each full month of service. Sick leave shall not be earned by employees on temporary or emergency appointments. Service shall begin on the date of state employment and time on layoff, suspension or leave without pay, except as otherwise provided by law or these rules, shall not be counted in determining the date of completion of a full month of service. Unused sick leave may be accumulated to a total of one hundred working days. When the maximum limitation has been accumulated, employees may use one half day a month of sick leave that would have been earned as additional vacation. The other one-half day shall lapse, but shall be recorded by the appointing authority. Any employee who has such lapsed sick leave recorded to his credit may apply to a committee composed of the governor, the commis-

sioner of administration, and the director to have the lapsed sick leave restored in the event of an extended illness. The committee in its discretion may authorize use of all or any part of the lapsed sick leave after thorough investigation including complete medical reports of the illness requiring the continued absence of the employee.

An Employee may utilize ~~their~~ his allowances of sick leave on the basis of application therefor approved by ~~their-respective~~ his appointing ~~authorities~~ authority and reported to the director, for absences necessitated by inability to perform the duties of ~~their~~ his position, by reason of illness or injury, by necessity for acute medical or dental care, by exposure to contagious disease under circumstances in which the health of employees with whom he is associated or members of the public ~~necessarily dealt-with~~ with whom he deals would be endangered by his attendance on duty, or by illness ~~or-death~~ in ~~the~~ his immediate ~~families~~ family ~~of-the~~ employees for such periods as ~~the~~ his attendance ~~of-the-employees~~ shall be necessary. ~~Immediate-family-as-used-in-this-rule-shall-mean-the-spouse and-the-parents-of-the-spouse-and-the-parents,-guardian,-children,-brothers, sisters-or-wards-of-the-employee.~~ The term "immediate family" shall be limited to the spouse and minor children living in the household of the employee. Either the appointing authority or the director may require ~~such~~ a medical examination or medical certificate as he deems necessary before approving the utilization of sick leave. ~~Accumulations-of-sick-leave-may-be-computed from-January-1,-1938,-where-departmental-practice-or-procedure-granted-sick leave-rights-or-privileges-prior-to-April-10,-1940,-No-accumulations-prior to-April-10,-1940,-shall-be-recognized-in-other-instances.~~ Within the discretion of the appointing authority, use of sick leave also may be

authorized in cases of death of the spouse and the parents of the spouse and the parents, guardian, children, brothers, sisters or wards of the employee.

All sick leave shall expire on the date of separation from the state service and no employee shall be reimbursed for sick leave outstanding at the time of termination of his state employment.

A former state employee who is reappointed within three years of his separation from the service under the provisions of the act and these rules except as a provisional, temporary or emergency appointee, may have his previously accumulated and unused balance of sick leave revived and placed to his credit upon approval of the new appointing authority.

An employee who is transferred to the jurisdiction of another appointing authority or who accepts employment under the jurisdiction of a new appointing authority without interruption of his services to the state shall be entitled to credit in his new employment for the accumulated unused sick leave earned in his former employment. Accumulated sick leave unused at the time of grant of leave of absence to an employee to accept employment in the unclassified service shall be restored at the time of reinstatement of the employee to his classified service position.

I hereby certify that the foregoing Civil Service Rules, 3.3 and 13.8 regarding the labor service and sick leave respectively, were duly adopted by the Civil Service Board November 23, 1955 following legal notice and public hearing in accordance with provisions of Minnesota Statutes 1953, Section 15.042.

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Joseph L. Anderson
Secretary of State

John W. Jackson
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