

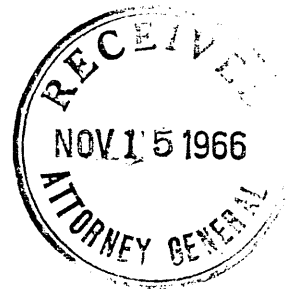
11-16-66

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

9797-V

November 15, 1966

Honorable Robert Mattson  
Attorney General  
State Capitol  
St. Paul, Minnesota



ATTENTION: Mr. John Casey

Dear Mr. Mattson:

As a supplement to our letter of November 14, 1966, reporting the Civil Service Board's action on changes in Civil Service Rules 5.5 and 13.2, we are supplying you with the enclosure requested. As of July 1, 1967, Rule 5.5 is repealed and Rule 13.2 will read as set forth in the attached statement.

Very truly yours,

*John W. Jackson*  
John W. Jackson  
Director

11-16-66

Enclosure

97972  
STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
NOV 16 1966 - 9:45 am

*James P. Lomen*  
Secretary of State

Civil Service Rule 13.2

July 1, 1967

APPROVED AS TO FORM AND LEGALITY

*Nov 16* 1966

ROBERT W. MATTSOY, ATTORNEY GENERAL

BY *John L. Casey*  
DEPUTY ATTORNEY GENERAL

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.

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.