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July 1, 1999 thru June 30, 2001

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A faint, light-colored outline map of the state of Minnesota serves as a background for the title text.

# COMMISSIONER'S PLAN

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2001

Minnesota Department  
of Employee Relations  
200 Centennial Office Bldg.  
658 Cedar Street  
St. Paul, Minnesota 55155

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This Plan, authorized by M.S. 43A.18, subdivision 2, establishes the compensation, terms, and conditions of employment for all non-managerial classified and unclassified employees (except unclassified employees of the legislative and judicial branches) who are not covered by a collective bargaining agreement and who are not otherwise provided for in law. Specifically included are:

- confidential employees as identified in M.S. 179A.10, subdivision 1;
- classified employees in the Office of the Legislative Auditor;
- employees who work less than 14 hours per week or less than 67 days in any calendar year and are, therefore, excluded from the bargaining units to which their classes are assigned (hereinafter referred to as "insufficient work time employees").  
NOTE: Where the terms and conditions of employment for a sub-group of represented employees differ from those provided under the applicable master collective bargaining agreement as a result of a supplemental agreement, the Appointing Authority may prepare and implement, with the approval of the Commissioner of Employee Relations, an alternative plan governing insufficient worktime employees in the same sub-group which provides a level of benefits up to and including that provided in the supplemental agreement;
- Compensation Judges;
- Administrative Law Judges 1 and 2; Administrative Law Judge Supervisors;
- employees who have severed from bargaining units under the provisions of M.S. 179A.10, subdivision 3, except for professional employees of the Higher Education Services Office;
- health treatment professionals in classifications assigned to bargaining unit 13; and
- employees of the Bureau of Mediation Services and employees in the classes of Pilot and Chief Pilot under the provisions of M.S. 179A.10, subdivision 1.

This Plan provides coverage for the biennium beginning on July 1, 1999, and ending on June 30, 2001. The provisions of Chapter 13 regarding insurance coverage are effective January 5, 2000. All other provisions are effective on the date this Plan is approved by the Legislative Coordinating Commission. Provisions shall remain in effect after June 30, 2001, until a new Plan for the following biennium is approved by the Legislative Coordinating Commission.

All of the terms and conditions of employment for medical specialists are contained in Appendix M. Compensation for medical specialists is established under the provisions of M.S. 43A.17, subdivision 4.

Certain provisions of this Plan also apply to non-managerial employees covered by agency compensation plans approved by the Commissioner of Employee Relations under the provisions of M.S. 43A.18, subdivision 4. The provisions of Chapters 2, 3, 4, 5, 13, and 14 shall not apply to such employees unless incorporated, in whole or in part, by specific reference in the agency plan. All other provisions shall apply to employees covered by agency plans unless superseded by law or rule.

Employees covered by this Plan are invited to submit comments, questions and suggestions regarding the Plan at any time. Written comments should refer to specific Plan provisions and be addressed to:

Office of the Commissioner  
Department of Employee Relations  
200 Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155

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## *Hours of Work and Overtime*

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**Standard Work Schedules.** The standard work day consists of 8 hours of work within a 24 hour period, exclusive of a duty-free unpaid meal period. The standard work week consists of 5 consecutive days totaling 40 hours.

An Appointing Authority may establish other daily or weekly work schedules, including four 10-hour days, and shall give affected employees 14 days notice of schedule changes. However, employees returning to work as part of a workers' compensation placement need not receive 14 days notice of their initial schedule.

For employees of the Department of Human Services who are not eligible for time and one-half overtime compensation, if the Appointing Authority changes an employee's scheduled day(s) off with less than 14 calendar days notice to the affected employee, the employee shall receive \$10.00 for each 4 hours or portion thereof worked on the original day off up to a maximum of \$20.00.

Work schedules for insufficient work time employees may be established or changed by the Appointing Authority in accord with the needs of the agency without regard to the 14 day notice requirement.

**Flexible Work Schedules.** An employee may request a modification of his/her current work schedule. The Appointing Authority may approve or deny flexible work schedules and retains the responsibility for determining exemptions from, or terminations of, flexible work schedules which adversely affect the operation of the agency or any of its units or the level of service to the public.

**Emergency Work Schedules.** In emergency situations, an Appointing Authority may change work schedules without advance notice for such time periods as the Appointing Authority determines that alternative schedules are necessary.

**Meal and Rest Periods.** Each employee who works more than 4 hours per day shall normally have a duty-free unpaid meal period of no less than 30 minutes nor more than 60 minutes, the duration of which is at the discretion of the Appointing Authority. Each employee shall have a 15 minute paid rest period during each 4 hours of scheduled work. The scheduling of employee rest periods is at the discretion of the Appointing Authority. Rest periods may not be accumulated.

**Daylight Savings Time.** Employees required to work an additional hour due to the change from daylight savings time to standard time shall be paid for the additional hour worked at the appropriate overtime rate. Employees required to work one less hour due to the change from standard time to daylight savings time shall be paid for the actual hours worked.

Employees may use vacation time or compensatory time to make up for the 1 hour lost. Employees in the first 6 months of employment who are otherwise eligible to accrue but not use vacation may be advanced 1 hour of vacation time which shall either be deducted from their initial vacation leave balance, or deducted from their last paycheck if the employee is separated prior to six months of State service.

**Part-time Hours.** If it is necessary to reduce the hours of a part-time position such that the incumbent of the position is no longer eligible to participate in the Employer's insurance program, the Appointing Authority shall request volunteers for the position from among part-time employees in the same class, employment condition, and work area/principal place of employment. If there are no volunteers, the least senior qualified employee in the same class, employment condition, and work area/principal place of employment shall be assigned to the position.

**Definitions.** The following definitions are intended for use in administering the overtime provisions of this Plan:

- **Work Week.** A fixed and regularly recurring period of 7 consecutive calendar days chosen by the Appointing Authority.
- **Work Period.** A fixed and regularly recurring period of time used to determine an employee's eligibility for overtime payments under the Federal Fair Labor Standards Act. Employees of institutions operated by the Department of Human Services and Veterans Homes Board may be employed on the basis of an 80 hour work period, which coincides with the pay period. Employees of Correctional Facilities may be employed on the basis of a work period chosen by the Appointing Authority which shall be at least 7 days but not more than 28 days in length.

**Overtime Rates.** Employees are eligible for overtime as provided below:

- **Non-exempt employees.** Non-supervisory clerical, technical, craft, and service employees and supervisory employees in classifications assigned to progression codes 2 or 3 are eligible at the rate of time and one-half. All hours worked in excess of the employee's standard work day or 8 hours, whichever is greater, or on a regularly scheduled day off are overtime. For the purposes of calculating overtime, all paid leave time (vacation, sick leave, compensatory time off, or paid leaves of absence) shall be considered time worked.

The Commissioner of Employee Relations may upon investigation designate specific professional and supervisory employees in progression code 1 classifications to be non-exempt under the Federal Fair Labor Standards Act and therefore subject to the overtime provisions of that law. For the purposes of calculating overtime for such employees, all paid leave time (vacation, sick leave, compensatory time off or paid leaves of absence) shall not be considered time worked.

- **Exempt employees.** Professional employees and all supervisory employees in classifications assigned to progression code 1 are normally exempt from the provisions of the Federal Fair Labor Standards Act and are eligible for overtime pay at the rate of straight time only for special assignments outside their normal duties or in emergencies. Prior written approval of the Appointing Authority for special assignment overtime is required. In emergency situations, the Commissioner of Employee Relations may allow these employees to be compensated for hours worked in excess of the standard work day or 8 hours, whichever is greater, or for hours worked on a scheduled day off and may also authorize compensation at the rate of time and one-half.

**Overtime Payments.** Overtime payments shall be made at the appropriate overtime rate as noted above and shall be in the form of either cash or compensatory time off. The Appointing Authority or the employee shall determine the form of payment in accord with the following provisions:

1. **Employee Discretion.** Non-exempt employees shall have the option of choosing whether overtime hours earned in a day shall be paid in cash or compensatory time off if they actively work:
  - more than 40 hours in the work week; or
  - more than 80 hours in an applicable work period in an institution operated by the Department of Human Services or Veterans Homes Board; or
  - more than the number of hours allowed by the Federal Fair Labor Standards Act for the applicable work period in a Corrections Department Facility.
2. **Appointing Authority Discretion.** The Appointing Authority has the discretion to grant cash or compensatory time off to non-exempt employees who actively work:
  - 40 or fewer hours in the work week; or
  - 80 or fewer hours in an applicable work period in an institution operated by the Department of Human Services or Veterans Homes Board; or
  - no more than the number of hours allowed by the Federal Fair Labor Standards Act for the applicable work period in a Corrections Department Facility.

The Appointing Authority has the discretion to grant cash or compensatory time off to exempt employees who are eligible for overtime compensation. In addition, it is recognized that FLSA exempt employees are responsible for managing and accounting for their own hours of work and that they may work hours in excess of the normal work day, work week and payroll period. With supervisory approval, FLSA exempt employees may balance hours of work in subsequent work days and up to two subsequent payroll periods, provided that such time management does not result in overtime payment or guarantee hour for hour time off for extra hours worked.



## **Compensatory Time Banks**

1. **Size of Bank.** An employee's compensatory time bank may not exceed 120 hours unless the Appointing Authority establishes a higher or lower maximum, not to exceed 240 hours. When an employee reaches the compensatory time bank maximum, all additional overtime hours worked shall be paid in cash.
2. **Use of Compensatory Time.** Employees shall be permitted to use compensatory time off upon request provided that the request is made 14 or more calendar days in advance and the use of time off does not unduly disrupt the operations of the Appointing Authority. The Appointing Authority may waive the 14 day notice requirement.
3. **Liquidation of Compensatory Time Banks.** With 35 calendar days notice, the Appointing Authority may liquidate all or a portion of compensatory time banks provided that all employees in the agency are treated in a uniform manner. An employee accepting another position covered by this Plan in another state agency may, at the employee's discretion, liquidate all or a portion of his/her compensatory time bank prior to appointment in the new agency provided that any hours in excess of the compensatory time bank maximum in the new agency must be liquidated in cash. An employee accepting a position not covered by this Plan in another State agency, accepting a position not covered by this Plan and not eligible to earn and use compensatory time, separating from State service, or being permanently laid off shall have all unused compensatory time paid in cash. The Appointing Authority and an employee accepting a position which is not covered by this Plan but is in the same State agency and eligible to earn and use compensatory time, may mutually agree to liquidate all, none or a portion of the employee's unused compensatory time. If there is no agreement, all unused compensatory time shall be paid in cash. Any compensatory time retained to the employee's credit must be consistent with provisions of the collective bargaining agreement or plan covering the position which the employee has accepted. An employee being placed on seasonal layoff may have unused compensatory time paid in cash or retained to his/her credit at the discretion of the employee.

**On Call.** Employees are in on-call status if instructed by their Appointing Authority to be available to work during an off-duty period. When in on-call status, employees are not required to remain in a fixed location, but must leave word where they may be reached by telephone or by an electronic signaling device. Employees who are instructed to remain in an on-call status shall be compensated for such time at the rate of 15 minutes straight time pay for each one hour of on-call status.

Employees shall not receive on-call pay for hours actually worked. No employee shall be assigned to on-call status for a period of less than eight consecutive hours. Appointing Authorities who require employees to be on-call may develop alternative plans to reimburse those employees and submit them to the Commissioner of Employee Relations for approval prior to their use.

**Call In.** Employees called to work by their supervisor prior to their regularly scheduled shift shall receive a minimum payment of two hours of pay.

**Call Back.** Employees called back to work by their supervisor after their regularly scheduled shift and who were not assigned such work by the end of their last worked shift prior to the assigned work shall be paid a minimum of two hours of pay. Employees who are called back to work shall be reimbursed mileage for driving to and from their work station and their home if they use their own vehicle.

Appointing Authorities who call in or call back employees may develop alternative plans to reimburse those employees and submit them to the Commissioner of Employee Relations for approval prior to their use.

**Eligibility.** All employees in payroll status are eligible for paid holidays except intermittent employees, emergency employees, and student workers. However, temporary classified and unclassified employees appointed for 6 months or less shall not be eligible for the floating holiday.

**Observed Holidays.** The following days shall be observed as paid holidays for all eligible employees, assigned to a Monday through Friday, five (5) day operation:

<b>Holiday</b>	<b>1999-2000</b>	<b>2000-2001</b>
Independence Day	Monday, July 5, 1999	Tuesday, July 4, 2000
Labor Day	Monday, September 6, 1999	Monday, September 4, 2000
Veterans Day	Thursday, November 11, 1999	Friday, November 10, 2000
Thanksgiving Day	Thursday, November 25, 1999	Thursday, November 23, 2000
Day after Thanksgiving	Friday, November 26, 1999	Friday, November 24, 2000
Christmas	Friday, December 24, 1999	Monday, December 25, 2000
New Year's	Friday, December 31, 1999	Monday, January 1, 2001
Martin Luther King Day	Monday, January 17, 2000	Monday, January 15, 2001
Presidents Day	Monday, February 21, 2000	Monday, February 19, 2001
Memorial Day	Monday, May 29, 2000	Monday, May 28, 2001

The following days shall be observed as paid holidays for all eligible employees, assigned to a six (6) or seven (7) day operation:

<b>Holiday</b>	<b>1999-2000</b>	<b>2000-2001</b>
Independence Day	Sunday, July 4, 1999	Tuesday, July 4, 2000
Labor Day	Monday, September 6, 1999	Monday, September 4, 2000
Veterans Day	Thursday, November 11, 1999	Saturday, November 11, 2000
Thanksgiving Day	Thursday, November 25, 1999	Thursday, November 23, 2000
Day After Thanksgiving	Friday, November 26, 1999	Friday, November 24, 2000
Christmas	Saturday, December 25, 1999	Monday, December 25, 2000
New Year's	Saturday, January 1, 2000	Monday, January 1, 2001
Martin Luther King Day	Monday, January 17, 2000	Monday, January 15, 2001
Presidents Day	Monday, February 21, 2000	Monday, February 19, 2001
Memorial Day	Monday, May 29, 2000	Monday, May 28, 2001

**Holidays on a Day Off.** When any of the above holidays falls on an employee's regularly scheduled day off, the employee shall be paid for the holiday in cash at the discretion of the Appointing Authority. If the Appointing Authority does not pay the holiday in cash, the employee may choose to receive the holiday as vacation leave or compensatory time. To choose to receive payment as vacation, the employee must be eligible to accrue and use vacation leave under this Plan.

**Floating Holidays.** An employee, other than a temporary employee, shall receive one floating holiday each fiscal year. However, seasonal employees are eligible for only one floating holiday per season. The employee must request the floating holiday in advance. The holiday shall be taken on an employee's regularly scheduled work day subject to mutual agreement between the Appointing Authority and the employee. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

**Substitute Holidays.** The Appointing Authority may designate substitute or floating holidays for the observance of Veterans Day, Presidents Day and the day after Thanksgiving.

**Holiday Pay Entitlement.** In order to receive a paid holiday, an eligible employee must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s). In the event an employee dies or is mandatorily retired on a holiday or holiday weekend, the employee shall be entitled to be paid for the holiday(s).

**Holiday Pay for Day Off.** Holiday pay shall be the employee's regular hourly rate of pay multiplied by the number of hours in his/her normal work day and shall be paid in cash.

Eligible employees who normally work less than 72 hours per pay period shall have their holiday pay pro-rated in accord with the schedule set forth in Appendix D. In payroll periods that include a holiday, supervisors may allow part-time employees to arrange their work schedules to avoid a reduction in salary due to the proration of holiday pay, provided such rescheduling does not result in the payment of overtime.

Full-time employees working compressed work weeks (e.g., four 10 hour days) receive holiday pay based on the number of hours the employee would have been scheduled to work had there been no holiday.

**Work on a Holiday.** An employee who works on any holiday provided by this Plan shall be paid at the employee's appropriate overtime rate (straight time or time and one-half) for all hours worked. Hours shall be paid in cash or compensatory time as provided in Chapter 2. In addition, the Appointing Authority shall determine whether Holiday Pay shall be paid in cash. If the Appointing Authority does not pay the Holiday Pay in cash, the employee may choose to receive the payment as vacation leave or compensatory time. To choose to receive payment as vacation, the employee must be eligible to accrue and use vacation leave under this Plan.

In the Departments of Corrections and Human Services, employees not eligible for time and one-half overtime shall receive a holiday bonus of \$20.00 for each 4 hours or portion thereof worked up to a maximum of \$40.00 for those hours specifically assigned by the supervisor and worked on a holiday.

**Religious Holidays.** When a religious holiday, not observed as a holiday listed above, falls on an employee's regularly scheduled work day, the employee shall be entitled to that day off to observe the religious holiday.

Time to observe a religious holiday shall be taken without pay unless the employee uses accumulated vacation leave or compensatory time or, by mutual consent with the Appointing Authority, is able to work an equivalent number of hours at some time during the fiscal year to compensate for the hours lost. An employee shall notify his/her supervisor of his/her intention to observe a religious holiday in advance of the holiday. Use of this provision shall not entitle an employee to overtime compensation as provided in Chapter 2.

**Eligibility.** All employees who are appointed for a period in excess of 6 months and are in payroll status, are eligible after completion of the first 6 months of State service to accrue vacation leave except intermittent employees, emergency employees, temporary classified and unclassified employees appointed for 6 months or less, and student workers.

**Vacation Accrual.** A full-time employee shall accrue vacation leave each pay period according to the rates provided below. An employee being paid for less than a full 80 hour pay period shall have his/her vacation accrual prorated according to the schedule provided by Appendix B. Eligible employees on an unpaid military leave under Chapter 6 shall earn and accrue vacation leave as though actually at work, pursuant to M.S. 192.261, Subd. 1.

**Vacation Accrual Schedule for Full-Time Employees**

<b>Length of Service</b>	<b>Employees</b>	<b>Health Treatment Professionals</b>
0 through 5 years	4 hours	6 hours
After 5 through 8 years	5 hours	7 hours
After 8 through 10 years	7 hours	7.5 hours
After 10 through 12 years	7 hours	8 hours
After 12 through 18 years	7.5 hours	8 hours
After 18 through 25 years	8 hours	8.5 hours
After 25 through 30 years	8.5 hours	9 hours
After 30 years	9 hours	9 hours

Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified "Length of Service Requirement."

As used above, "Length of Service" includes all time served in vacation eligible status but does not include time on suspension or unpaid non-medical leaves of absence, which exceed one full pay period in duration. However, an employee on military leave or salary savings leave shall earn credit for "Length of Service."

"Length of Service" may also include time spent in other Minnesota State government positions or public jurisdictions as stated below:

1. An eligible employee who moves without a break in service to a Plan position from any other position in Minnesota State government, shall have his/her length of service and accumulated vacation leave, transferred.
2. An eligible employee who is appointed to a Plan position within four years from the date of separation in good standing from any position in Minnesota State government shall accrue vacation leave according to the length of service the employee had attained at the time of separation.

3. A former Legislator who is appointed to a Plan position within four years of the end of his/her term in the Legislature shall receive full credit for his/her length of service in the Legislature.
4. An employee who is appointed to a Plan position within four years of separation from another public jurisdiction may, at the Appointing Authority's discretion, transfer length of service credit for purposes of vacation accrual.

An employee who has previous public service which has not been credited to his or her length of service may be granted credit for such service. The employee must submit documentation of the qualifying service to the Appointing Authority for approval. Any change in length of service credit shall only affect future leave accrual. The adjusted credit shall be effective the pay period in which the Appointing Authority approves the request.

**Vacation Usage.** Vacation leave shall not be used during the pay period in which the hours are accrued. Employees shall submit written requests to use vacation leave prior to the absence. The Appointing Authority shall respond within a reasonable period and shall deny the request only to meet job-related organizational needs. Except in emergencies, no employee shall be required to work during the employee's vacation once the vacation request has been approved.

Vacation accrued while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the usage of such accrued leave.

Should an employee become ill or disabled while on vacation, vacation leave may be changed to sick leave, effective the date of the illness or disability, upon timely notice to the employee's supervisor.

**Vacation Charges.** An employee who uses vacation leave shall be charged only for the number of hours s/he would have been scheduled to work during the period of absence. Vacation leave shall not be granted in increments of less than one-quarter hour except to permit use of lesser fractions that have been accrued. Holidays that occur during vacation periods shall be paid as holidays and not charged as vacation leave.

**Vacation Accumulation.** Vacation leave may be accumulated to any amount provided that once during each fiscal year, the employee's balance must be reduced to 275 hours or less at the end of the payroll period. Employees on a military leave under Chapter 6 may accumulate vacation leave to any amount provided that the balance is reduced to 275 hours within two years of the employee's return from the leave. For this purpose, the employee's balance at the end of the payroll period is the vacation balance after the deduction of hours used that pay period and before the addition of accrued vacation hours earned during the pay period. If this is not accomplished prior to the end of the fiscal year, the employee's balance shall automatically be reduced to 275 hours.

The Commissioner of Employee Relations may temporarily suspend the maximum number of hours which may be accumulated in emergency situations. Emergencies are defined as nonrecurring situations that could not be anticipated or planned for. Emergencies do not include seasonal fluctuation in workload (e.g., Legislature in session, budget development, forest fire season, park season, or road construction season) which occur on a regular and reasonably predictable basis.

**Vacation Leave Liquidation.** An eligible employee who has completed six months of continuous service and either separates from State service or moves to a vacation-ineligible position shall be compensated in cash, at the employee's current rate of pay, for all accumulated and unused vacation leave up to a maximum of 260 hours (275 hours for Health Treatment Professionals). However, the maximum cap shall not apply in situations where the payout is due to the employee's death. Vacation leave may not be used alone or in combination with unpaid leave on separation from State service to extend insurance coverage. Seasonal employees may, at the Appointing Authority's discretion, be allowed to liquidate all, none or a portion of their accumulated vacation leave balances at the time of their seasonal layoff. An Appointing Authority and an employee facing temporary layoff may mutually agree to liquidate all, none or a portion of the employee's accumulated vacation balance at the time of the temporary layoff. If there is no agreement, the balance will be liquidated.

**Conversion of Accumulated Vacation to Deferred Compensation.** Once in each fiscal year, an employee may convert a portion of his/her accumulated vacation to a contribution to a deferred compensation plan for which the state provides payroll deduction. Each employee may convert up to 1 hour of vacation for each 3 hours of vacation taken in the previous fiscal year, provided that an employee may not convert more than 40 hours per fiscal year. Vacation hours donated to other employees, hours lost due to limits on vacation balances, hours paid off, and hours converted to deferred compensation do not count as hours taken for purposes of determining how many hours employees may convert in the next fiscal year.

Employees may not convert vacation leave to a deferred compensation plan during the split pay period which begins in June and ends in July. Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of the respective plans.

Once each fiscal year, employees may elect either to convert vacation to deferred compensation or receive the State-paid matching contribution provided in Chapter 14.

This provision does not apply to employees covered by a compensation plan established under the provisions of M.S. 43A.18, subdivision 4 unless that compensation plan is amended to include a specific reference to this provision.



**Eligibility.** All employees who are appointed for a period in excess of 6 months and are in payroll status, are eligible to accrue paid sick leave as provided in this Chapter except intermittent employees, emergency employees, temporary classified and unclassified employees appointed for 6 months or less, and student workers.

**Sick Leave Accrual and Accumulation.** A full-time employee shall accrue sick leave at the rate of four hours per pay period. An employee being paid for less than a full 80 hour pay period shall have his/her sick leave accrual prorated according to the schedule in Appendix C. Eligible employees on an unpaid military leave under Chapter 6 shall earn and accrue sick leave as though actually at work, pursuant to M.S. 192.261. Subd. 1.

**Transfer/Restoration of Sick Leave Hours.** An eligible employee who moves without a break in service to a Plan position from any other position in Minnesota State government, shall have his/her accumulated sick leave balance transferred. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be transferred in an amount equal to what the employee would have accumulated under this Plan.

An eligible employee who is appointed to a Plan position within four years from the date of separation in good standing from any other position in Minnesota State government shall have his/her sick leave balance restored provided that any employee being appointed after receiving severance pay shall have his/her leave restored proportionately by deducting the hours which were paid as severance. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be restored in an amount equal to what the employee would have accumulated under this Plan.

An employee who received severance pay prior to January 7, 1998 but returns to State service on or after January 7, 1998, shall have his/her sick leave balance restored at 60% of the employee's first 900 hours of accumulated but unused sick leave plus 150% of the employee's accumulated but unused sick leave in excess of 900 hours.

An employee who receives severance pay on or after January 7, 1998, and returns to State service shall have his/her sick leave balance restored at 60% of the employee's first 900 hours of accumulated but unused sick leave plus 87.5% of the employee's accumulated but unused sick leave in excess of 900 hours.

An eligible employee who was employed within the last year in another public jurisdiction may be credited with up to 80 hours (10 days) of sick leave earned in that jurisdiction at the discretion of the new Appointing Authority. Such credit shall be reduced proportionately as sick leave is accumulated.

**Usage.** Whenever practicable, an employee shall submit a written request for sick leave in advance of the period of absence. When advance notice is not possible, an employee shall notify his/her supervisor by telephone or other means at the earliest opportunity. An employee shall be granted sick leave to the extent of his/her accumulation for the following:

- employee illness or disability;
- medical, chiropractic, or dental care for the employee, dependent child living in the household, or minor child whether or not the child lives in the same household as the employee;
- exposure to contagious disease which endangers the health of other persons;
- inability to work during the period of time that the doctor certifies that the employee is unable to work because of pregnancy or childbirth;
- illness or disability of a dependent child who is living in the same household as the employee; or
- illness or disability of a minor child whether or not the child lives in the same household as the employee.

An employee shall be granted sick leave for such reasonable periods as the employee's attendance may be necessary for the following:

- illness or disability of family members or other dependents in the same household;
- birth or adoption of an employee's child, not to exceed five days;
- to arrange for necessary nursing care for members of the family, not to exceed five days; or
- to attend the funeral of a close relative, stepchild, ward, or parent or grandparent of the spouse for a reasonable period of time, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

An employee using sick leave or unpaid medical leave may be required to furnish a statement from his/her medical practitioner or a medical practitioner designated by the Appointing Authority indicating the nature and expected duration of the illness or disability. The Appointing Authority may also require a similar statement from a medical practitioner if the Appointing Authority has reason to believe the employee is not able to work or has been exposed to a contagious disease which endangers the health of other persons.

Sick leave hours shall not be used during the pay period in which the hours are accrued. Sick leave accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the usage of accrued sick leave.

**Sick Leave Charges.** An employee using sick leave shall be charged for only the number of hours that the employee was scheduled to work during the period of sick leave. Sick leave shall not be granted for periods of less than one-quarter hour except to permit usage of lesser fractions that have been accrued. Holidays that occur during sick leave periods will be paid as holidays and not charged as sick leave.

## 6

## *Other Leaves Of Absence*

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**Application for Leave.** An employee shall submit a request for a leave of absence in writing to the immediate supervisor as far in advance of the requested absence as is practicable. The request shall state the reason for, and the anticipated duration of, the leave of absence.

**Paid Leaves of Absence.** Paid leaves of absence shall not exceed the employee's normal work schedule and shall be granted as follows:

- Court appearance leave for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the employee's State job. The employee shall receive regular pay for such appearances or attendances, including necessary travel time, provided that any fee received, exclusive of paid expenses, is returned to the State. Any employee who must appear and testify in private litigation, not as an officer of the State but as an individual, shall be required to use vacation leave, leave of absence without pay, or compensatory time unless, by mutual consent with the Appointing Authority, the employee is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.
- Jury duty leave for time to serve on a jury provided that when not impaneled for actual service or required by the Court to be present for potential selection for service, the employee shall report to work.
- Election Judge leave for purposes of serving as an Election Judge in any election. The employee must request the leave at least 20 calendar days in advance.
- Military leave in accord with M.S. 192.26 for members of the National Guard or military or naval reserves of this State or of the United States who are ordered or authorized by the appropriate authorities to engage in active service or training. This leave shall be limited to 15 working days per calendar year. The employee must inform his/her Appointing Authority within seven calendar days of receiving notification of duty.
- Voting time leave in accord with M.S. 204C.04 for employees eligible to vote in a state primary election, a presidential primary election, a state general election, or an election to fill a vacancy in the United States Congress provided that the leave is for a period of time long enough to vote during the forenoon of the election day.
- Emergency leave in the event of a natural or man-made emergency if determined by the Commissioner of Employee Relations, after consultation with the Commissioner of Public Safety, that continued operation would involve a threat to the health or safety of individuals. The length of such leave shall be determined by the Commissioner of Employee Relations.

- Athletic leave in accord with M.S. 15.62 as amended in 1985 to prepare for and engage in world, Olympic, or Pan American games competition.
- Blood Donation leave to donate blood at an onsite and Appointing Authority endorsed program.
- Transition leave, at the Appointing Authority's discretion, for an employee on notice of permanent layoff. This leave is limited to 160 hours, ending at the date of layoff. Hours of leave may be granted at any time throughout the layoff notice period and are not subject to the Application and Return provisions of this Chapter.
- Administrative leave, at the Appointing Authority's discretion, for an employee who has been involved in a critical incident, is being stalked or is the victim of domestic violence. Leave is limited to 30 calendar days unless the Commissioner of Employee Relations authorizes an extension of not more than 30 additional calendar days. It is the Appointing Authority's policy to return an employee to active service as soon as practical and prudent.
- Investigatory leave as provided in Chapter 11.

**Unpaid Leaves of Absence - Mandatory.** Unpaid leaves of absence shall be granted upon an employee's request as follows:

- Medical leave for a cumulative period of one year per illness or injury, unless extended by the Appointing Authority, when an employee has exhausted his/her accumulation of sick leave due to an extended illness or injury.
- Family leave to a natural or adoptive parent for a period of six months when requested in conjunction with the birth or adoption of a child. The leave shall begin on the date requested by the employee but no later than six weeks after the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave may begin up to six weeks after the child leaves the hospital. Sick leave used with a medical practitioner's statement prior to the birth of the child will not reduce the duration of the family leave. Sick leave or vacation used following the birth of the child will not have the effect of extending the six-month family leave. Upon request, the Appointing Authority may extend the leave up to a maximum of one year.
- Military leave in accord with M.S. 192.261, subdivision 1, for entry into active military service in the armed forces of this State or of the United States for the period of military service up to five years plus any additional time, in each case, as the employee may be required to serve pursuant to law. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave.

At the employee's request, he/she shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

- Military leave in accord with 38 U.S.C. § 2024(d) for the period required to perform active duty for training or inactive duty training in the armed forces of the United States shall be granted with the employee being permitted to return to the employee's position with such seniority, status, pay, vacation, and sick leave as such employee would have had if the employee had not been absent due to service under § 2024(d). The employee must inform his/her Appointing Authority within seven calendar days of receiving notification of duty. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave.

At the employee's request, he/she shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

- Political process leave in accord with M.S. 202A.135 and 202A.19, subdivision 2, for the purpose of attending a precinct caucus, a meeting of the State central or executive committees of a major political party if the employee is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the employee is a convention delegate or alternate, provided that the leave is requested ten days prior to the leave start date.
- Public office leave in accord with M.S. 43A.32, subdivision 2, for an employee in the classified service:
  - upon assuming an elected Federal or an elected State public office other than State legislative office; or
  - if elected to State legislative office, during times the Legislature is in session; or
  - upon assuming any other elected public office if, in the opinion of the Commissioner of Employee Relations, the holding of the office conflicts with the employee's regular State employment; or
  - at the employee's request upon filing as a candidate for any elected public office or any time during the course of the employee's candidacy.
- VISTA or Peace Corps leave for a period not to exceed four years.

**Unpaid Leaves of Absence - Discretionary.** Unpaid leaves of absence may be granted upon an employee's request at the discretion of the Appointing Authority as follows:

- **Salary savings leave** provided that an Appointing Authority shall not hire a replacement for an employee on temporary leave. An employee on temporary leave shall, if otherwise eligible, continue to accrue vacation leave, sick leave, and seniority and shall continue to be eligible for paid holidays and insurance benefits provided that any holiday pay shall be included in the first paycheck received following the employee's return from leave.

- **Personal leave** for any reason for a period of up to one year subject to annual renewal at the Appointing Authority's discretion.
- **Unclassified service leave** in accord with M.S. 43A.07, subdivision 5, to allow an employee in the classified service to accept a position in the unclassified service.
- **Elder care leave** to care for or to arrange care for parents of the employee or the employee's spouse.

**Termination of Leaves.** An employee may terminate his/her leave of absence prior to the previously agreed upon date of expiration of the leave with the approval of the Appointing Authority. Leaves of absence or extensions of leaves which are subject to the discretionary authority of the Appointing Authority may be cancelled by an Appointing Authority upon reasonable notice to the employee. Such notice shall ordinarily be in writing except in case of emergency.

**Return From Leave.** An employee on an approved leave of absence is required to contact the Appointing Authority if an extension is being requested. An employee returning from a leave of absence of two months or more shall notify his/her Appointing Authority at least two weeks prior to the intended date of return. An employee shall be entitled to return from an approved leave of absence to a vacant position in the same class and agency. If a vacant position in the employee's class is not available, the Appointing Authority may offer the employee a vacant position in a different class of comparable duties and pay for which the employee is qualified. If no vacant position is available and/or offered, the layoff provisions (including bumping rights) of Chapter 10 shall apply.

**Failure to Return from Leave.** Failure to contact the Appointing Authority about an extension prior to the end of the approved leave or to return on expiration of the approved leave shall be deemed to be a voluntary resignation. The employee shall be severed from State service.

**Absence Without Leave.** Any unauthorized absence from duty is an absence without leave and shall be without pay. If it is subsequently determined by an Appointing Authority that mitigating circumstances existed, the Appointing Authority may convert the absence without leave to other leave as appropriate. Absence without leave shall be just cause for disciplinary action.

## **7** *Probationary and Trial Periods*

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**Application of Probation.** The probationary period is an extension of the examination process. It provides an opportunity for the Appointing Authority to evaluate and the employee to demonstrate whether the employee can perform the duties and fulfill the responsibilities of the position.

**Required Probationary Period.** An employee shall be required to complete a probationary period in order to attain permanent status in a class following unlimited appointment to a classified position except upon recall from an Agency Layoff List within two years of the date of layoff or if the probationary period is optional as provided below.

**Optional Probationary Period.** With written notice prior to the appointment date, an employee may be required by the Appointing Authority to serve a probationary period in order to attain permanent status in a class or agency after receiving any of the following types of appointments: reinstatement or reemployment, transfer to a new class within an agency or between agencies or jurisdictions, transfer within the same class between agencies or jurisdictions, voluntary demotion to a new class within an agency or between agencies or jurisdictions, recall from an Agency Layoff List more than two years after the date of layoff, or recall from a Class Layoff List to a new agency.

**Length of Probationary Period.** Employees shall serve a probationary period of six months except as provided below:

- Insufficient work time employees and intermittent employees shall serve a probationary period of 1044 hours not to exceed three calendar years.
- Health Treatment Professionals shall serve probationary periods of one year. An Appointing Authority may reduce the length of a Health Treatment Professional's required probationary period to not less than 6 months.
- An Appointing Authority may reduce the probationary period of an incumbent appointed to a reallocated position to not less than three months, or an employee's optional probationary period to any length by providing written notice to the employee and the Commissioner of Employee Relations of the determination to grant permanent status prior to completion of the probationary period.
- An Appointing Authority may extend an employee's six-month probationary period for up to three additional months if the extension is desirable for reasons such as unanticipated change in the program or duty assignment or substantial change in performance. In such cases, the Appointing Authority shall provide the employee with written notice of the length of the extension prior to the end of the six-month probationary period.

- Prior to referral of names from an eligible list or noncompetitive appointment in accord with M.S. 43A.15, an Appointing Authority may establish a probationary period of up to one year for administrative, technical, or professional positions for which six months is insufficient to expose an employee to all the duties and responsibilities of the position. Such probationary periods may not be extended. An employee required to serve a probationary period of more than six months in accord with this provision shall be provided written notice by the Appointing Authority prior to the appointment date.

**Computation of Time on Probation.** For probationary periods beginning prior to the effective date of this Plan, the probationary period begins on the day of unlimited appointment and includes, except as provided below, all time in the agency in the class and in any subsequent appointments to comparable or higher related classes or related unclassified positions but not time on layoffs or unpaid leaves exceeding 10 consecutive work days. For insufficient work time employees and other intermittent employees, time on probation shall include only hours of actual work during the normal work day, exclusive of overtime, holidays or leaves.

For probationary periods beginning on or after the effective date of this Plan, the probationary period begins on the day of unlimited appointment and includes all time in the agency in the class and in any subsequent appointments in the agency to comparable or higher related classes or related unclassified positions but not time on layoff or absences exceeding 10 consecutive work days. For insufficient work time employees and intermittent employees, time on probation shall include only hours of actual work in the agency during the normal work day, exclusive of overtime, holidays or leaves. Employees who promote or transfer to a different agency prior to completion of their probationary period shall complete probation in the former class, if different, on the same date they successfully complete probation in the new agency (and class, if different). Employees who demote during or at the end of a probationary period shall have time in the higher class count toward completion of probation in the lower class, except as provided below in "Failure to Attain Permanent Status."

**Attainment of Permanent Status.** Unless the employee is notified by the Appointing Authority that s/he will not be certified to permanent status in the class prior to the end of a probationary period specified or extended in accord with the above provisions, the employee shall attain permanent status immediately upon completion of the last assigned work day of the probationary period.

**Failure to Attain Permanent Status.** An employee serving an initial probationary period may be terminated by the Appointing Authority at any time during the probationary period and shall have no further rights to State employment. An employee, who has attained permanent status in another class and/or agency and who is notified by the Appointing Authority that s/he will not be certified to permanent status in the new class and/or agency, shall be returned to a vacant position in the class and agency in which the employee served immediately prior to appointment to the new class and/or agency. For probationary periods beginning on or after the effective date of this Plan, employees who promote or transfer to a different agency prior to completion of their probationary period and are notified by the new Appointing Authority that they will not be certified to permanent status, shall be returned to a vacant position in the former agency (and former class, if different) and resume the



probationary period at the point it was interrupted. For employees who previously had either permanent or probationary status in another class and/or agency, return to a vacancy is subject to applicable provisions of collective bargaining agreements and plans. If there is no vacancy, the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency shall be applied.

**Trial Period.** An employee who has been appointed to a new class or who has transferred between classes and/or agencies and required to serve a new probationary period shall have a trial period of 15 calendar days in which to decide whether to remain in the new position. Upon his/her request, the employee shall be returned to his/her former class and/or agency any time during the trial period. If there is no vacancy, the employee shall be subject to the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency.

## 8

# *Employee Development and Career Advancement*

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**Position Descriptions and Performance Standards.** Every new employee shall be provided with a position description and performance standards or objectives which accurately reflect his/her duties and the expectations of the Appointing Authority. The position description and standards of performance for a probationary employee shall be completed no later than 6 months after the employee's appointment or promotion. A permanent employee's position description and standards of performance shall be reviewed with the employee at least once per year and, if necessary, rewritten after the employee's annual appraisal or whenever there is a substantial change in duties and at least every three years.

**Performance Appraisal.** A probationary employee shall receive a performance counseling review at the midpoint and end of the probationary period. Performance appraisals for permanent employees shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, an employee shall receive a copy of a written appraisal and shall have the opportunity to review and comment in writing on the performance rating and to sign the appraisal as indication of having read the appraisal, participated in the performance appraisal process, and had the opportunity to comment. Performance ratings may be appealed to the Appointing Authority as provided by Administrative Procedure 20.

**Individual Development Planning.** As a part of the performance appraisal, the employee shall be notified of any gaps between current levels of performance and those required for satisfactory performance. The employee shall also be given an opportunity to explore with the supervisor any perceived developmental needs or interests to improve performance in the current job or to expand capability to achieve higher levels of responsibility within the agency and State service. The employee and supervisor shall complete an Individual Development Plan which states the agreed upon needs, indicates priorities for the needs, and suggests means to respond to those needs. The plan shall be reviewed and updated at the time of the annual performance review and shall be monitored during the appraisal period.

The supervisor and the Appointing Authority shall make a reasonable effort to provide the agreed upon assistance to help the employee address his/her developmental needs including, at the discretion of the Appointing Authority, release time and/or payment for enrollment in State-sponsored or approved training courses and enrollment in seminars and courses at educational institutions in accord with Administrative Procedure 21.

**Required Training.** Training and education may be necessary to meet the goals of State agencies to have employees function appropriately in their positions and to prepare employees to accept expanded responsibilities. Employees who are required by their Appointing Authorities to participate in training programs shall be released from their work assignments and shall be paid for their normal hours of work.

**All Other Training.** An employee may request to attend a specific training activity. If, in the judgment of the Appointing Authority, the requested course, workshop, conference, or seminar will better prepare an employee to perform his/her current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may approve the employee's request for training and provide release time and/or reimbursement in accord with Administrative Procedure 21 and Chapter 15. An employee must successfully complete the training to be eligible for reimbursement. Expenses incurred shall be reimbursed in accord with Chapter 15. With the prior approval of the Appointing Authority, an employee required to attend continuing education courses in order to maintain professional licensure necessary to his/her State employment may be released from work to attend courses determined to be relevant to the job.

**Membership in Professional Organizations.** In each fiscal year, the Appointing Authority may authorize payment for an employee of full or partial costs of membership dues paid to professional organizations related to the employee's job provided that the organization offering the membership does not directly influence agency policies, exist primarily for social reasons, have as its primary purpose the advancement of individual employee interests, or restrict membership on the basis of sex, race, or religion. The employee may attend meetings and seminars of professional organizations during work hours if the amount of time required is reasonable, the Appointing Authority approves such attendance as related to the work assignment, and staffing requirements permit. The employee may hold office in professional organizations if s/he receives no stipend or direct payment other than expense reimbursement from the organizations.

**Subscriptions.** An Appointing Authority may authorize payment for the cost of an employee's individual subscriptions to magazines or other professional publications provided that the publications meet organizational needs.

**Reclassification Requests.** An employee who believes that his/her position is inappropriately classified may request a review of the position by his/her personnel office or by the Staffing Services Division of the Department of Employee Relations by submitting:

- a current position description signed by the appropriate parties;
- a current organization chart identifying the position in relation to others in the unit and agency;
- an explanation of the changes which have taken place in the position over what period of time; and
- a "supervisory status questionnaire" if the position provides supervision or leadwork direction to other employees.

The employee shall be notified within a reasonable period of time of the decision regarding the reclassification request and of the opportunity to appeal that decision. If the position is to be reclassified, the employee shall be notified of whether the reclassification is determined to be a reallocation or a change in allocation and of the effects of the decision on the incumbent.

**Effects of Change in Allocation.** If a position is changed in allocation, it shall be considered vacant and filled in accord with law, rules, Administrative Procedures, and this Plan within a reasonable period of time. The incumbent shall be notified of any examination opened for the purpose of filling the position in the new class. The employee shall be permitted to remain in the position until action to fill the position is completed. If the employee is not appointed to the vacant position, s/he shall be subject to the layoff provisions of Chapter 10.

**Effects of Reallocation.** If a position is reallocated, the incumbent shall be promoted under the provisions of M.S. 43A.15, subdivision 5, or transferred or demoted under the provisions of M.S. 43A.15, subdivision 6, provided that the employee possesses any required license, certificate or registration. If the reallocation results in the demotion of the incumbent, the employee's name shall be placed on the Agency and Class Layoff Lists in accord with the provisions of Chapter 10 for the class from which s/he was reallocated. If the employee does not possess any required license, certificate or registration, s/he shall be subject to the layoff provisions of Chapter 10 and the position shall be filled in accord with law, rules, Administrative Procedures and this Plan.

**Changes in Employment Condition.** An employee interested in changing his/her employment condition (from full-time to part-time, or vice versa) may contact his/her personnel office to express interest in such options and to receive consideration for appropriate appointment.

**Opportunities for New Jobs Within an Agency.** Each Appointing Authority shall establish procedures to inform employees covered by this Plan (except insufficient work time employees) of vacancies within the agency in positions covered by this Plan and of the way to express interest or obtain further information.

The Appointing Authority shall also inform employees of any procedures for obtaining information about vacancies within the agency in positions covered by collective bargaining agreements or other plans so that interested employees may notify the Appointing Authority of their interest and receive appointment consideration consistent with provisions of law, rules, Administrative Procedures, and the appropriate collective bargaining agreements or plans.

**Opportunities for New Jobs in Other Agencies.** When a position covered by this Plan will not be filled from among agency employees, the Appointing Authority shall make reasonable efforts to provide employees covered by this Plan in other agencies with information about the position for possible transfer, demotion, or promotion. Employees may obtain information through announcements in the Minnesota Career Opportunities bulletin, by calling the Department's Job Information Line, or by reviewing the list of vacancies available by computer access. An employee interested in changing jobs through transfer or a change of employment condition to a position in the same class but in a different agency may submit an original application marked "Transfer" to the Department of Employee Relations for automatic referral to appropriate vacancies.

**Mobility Assignments.** To broaden their work experiences and expand their prospects for State jobs, employees may participate in inter-agency, inter-jurisdictional, or private-public mobility assignments. Such mobility assignments must be approved by the current and new Appointing Authorities and must be consistent with provisions of M.S. 15.51-15.59 and Administrative Procedure 1.1.

## 9

# *Limited Interruptions of Work and Permanent Non-disciplinary Separations*

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**Limited Interruptions of Work.** An employee may have his/her employment interrupted, or normal work hours reduced, for a period, not in excess of two consecutive calendar weeks because of adverse weather conditions, shortage of material or equipment, or other unexpected or unusual reasons. This interruption of employment shall not be considered a layoff.

Upon request during limited interruptions of employment, employees shall be allowed to use accumulated vacation leave or compensatory time in order to provide them with up to their regularly scheduled number of hours of earnings for a pay period.

The Appointing Authority may approve requests from employees to receive an advance of hours to provide them with up to their regularly scheduled number of hours of earnings for a pay period. If approved, the advance may not exceed the employee's accumulated and unused vacation leave. Employees who elect to draw such advances may not reduce their vacation accumulation below the total hours advanced. With supervisory approval, the employee may make up the hours advanced. In the payroll period ending closest to November 1 of each year, all employees who received advances and have not made up the total hours advanced, shall have the remaining hours subtracted from their vacation accumulation.

**Resignations.** An employee may resign in good standing by providing the Appointing Authority with at least two weeks advance written notice.

**Retirement.** An employee subject to mandatory retirement shall retire by the end of the day s/he is compelled to retire in accord with applicable law.

**Termination of Unclassified Appointment.** An employee appointed to an unclassified position (other than a supervisory position with the State Patrol) may be terminated at any time by the Appointing Authority and shall have no further rights to State employment. However, an employee on an approved unclassified service leave of absence may return to a position in the classified service as provided in Chapter 6.

**Termination of Temporary, Emergency or Provisional Appointment.** An employee working in a temporary, emergency or provisional appointment may be terminated at any time by the Appointing Authority and shall have no further rights to State employment unless, in the case of a provisional appointment, s/he has the right to return to the previously held class.

**Application of Seniority.** All employees working in unlimited appointments in classified positions covered by this Plan shall accrue seniority as outlined below to be applied by the Appointing Authority in determining their relative positions for retention when a layoff occurs. Upon an employee's request, an Appointing Authority shall provide the employee with full information regarding his/her seniority.

**Computation of Seniority.** Seniority shall be calculated by class and shall include:

- all time since the last date of appointment to unlimited status in the class through appointment from an eligible list or appointment in accord with M.S. 43A.15, subdivisions 4 - 15.
- all time served in unlimited classified appointments in higher or comparably paid positions determined by the Commissioner of Employee Relations to be related to the current class provided that the employee has not had a break in employment; except that for employees whose positions are reallocated to a lower or equal class after January 1, 1980, seniority shall include service in the class from which they were reallocated regardless of whether or not the higher or equal class is related to the class to which reallocated.
- all time during which an employee is in layoff status or is on an approved leave of absence provided the employee returns to State service upon recall or expiration of an approved leave.

For employees returning to this Plan through outside layoff, time in higher or comparably paid positions under another plan or collective bargaining agreement will not be included in seniority until the employee returns to a position under this Plan. The employee may use only seniority previously accrued under this Plan to bump into a Commissioner's Plan position from a position under another plan or collective bargaining agreement.

**Ties in Seniority.** When two or more employees have equal seniority based on the above computation, ties shall be broken in favor of the employee with the highest most recent annual performance rating and, if a tie still exists, in favor of the employee with the longest length of continuous employment with the State since the last date of hire.

**Layoff.** A permanent or probationary classified employee may be laid off because of abolition of the employee's position, shortage of work or funding, a management-imposed reduction in a full-time employee's normal work hours which continues longer than two consecutive weeks, ineligibility for appointment to a reclassified position, or other reasons outside the employee's control. Any employee who has voluntarily requested and received Appointing Authority approval to reduce his/her work hours shall not be considered to have been laid off.

An Appointing Authority may effect layoffs within an agency or within an organizational unit of an agency provided that the organizational unit was proposed by the Appointing Authority and approved by the Commissioner of Employee Relations more than three months prior to the implementation of a layoff and that all affected employees were notified by the Appointing Authority of the proposed organizational unit and were given opportunity to comment to the Commissioner of Employee Relations prior to its establishment. In the event that it becomes necessary for an Appointing Authority to abolish one or more unlimited full-time positions, the Appointing Authority shall act to minimize the necessity for layoff and the effects of layoff on individual employees by first consulting with employees covered by this Plan to explore interest in reducing hours, sharing jobs, or any other action (consistent with law, rules, Administrative Procedures, and this Plan) which may avert a layoff.

**Procedures for Seasonal Layoff of Seasonal Employees and for Permanent Layoff of Insufficient Work Time Employees.**

- Step 1: The Appointing Authority shall determine the class, employment condition, and principal place of employment where a position is to be eliminated and shall identify the employee with the least continuous State employment in that class, employment condition, and principal place of employment.
- Step 2: The Appointing Authority shall notify the affected employee in writing at least one week prior to the effective date of the layoff. The notice shall state the reason for the layoff, the effective date of the layoff, and the estimated length of the layoff period. For permanent layoff, it shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff.
- Step 3: An employee notified of permanent layoff may choose to:
  - Option 1: Accept the layoff.
  - Option 2: Accept a vacancy offered by the Appointing Authority in any comparable or lower class for which the employee is determined qualified by the Commissioner of Employee Relations.
  - Option 3: Bump the employee with the least continuous State employment in the same employment condition and principal place of employment in any comparable or lower class in which the employee previously served in order of previous service, provided that the employee must accept a vacancy in the same class before bumping and must have greater continuous State employment than the employee who is to be bumped.



## **Procedures for All Other Employees and for Permanent Layoff of Seasonal Employees.**

- Step 1: The Appointing Authority shall determine which position is to be eliminated.
- Step 2: To avert a layoff, the Appointing Authority shall reassign the employee occupying the position to be eliminated to any vacancy the Appointing Authority determines to fill in the same class, agency, and employment condition and within 35 miles of the position which is to be eliminated unless the employee is determined to be not qualified for the position by the Commissioner of Employee Relations. The Appointing Authority shall terminate any provisional employee working in an unlimited position covered by this Plan in the class, agency (and organizational unit, if applicable) and employment condition within 35 miles of the position which is being eliminated and shall reassign the employee whose position has been abolished to the resultant vacancy before effecting a layoff.
- Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, the Appointing Authority shall notify the incumbent of the position to be eliminated in writing at least three weeks prior to the effective date of a layoff. The notice shall state the reasons for the layoff action, the effective date of the layoff, and the estimated length of the layoff period. It shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff. The Appointing Authority may establish a date, no more than one week prior to the effective date of the layoff, by which employees must choose the layoff option they will exercise. This date shall be indicated in the written notice of the layoff. At the Appointing Authority's discretion, an employee on notice of permanent layoff may be granted transition leave as provided in Chapter 6. An Appointing Authority is encouraged to notify all other employees who potentially may be bumped as a result of the elimination of this position.
- Step 4: An employee notified of layoff shall have the options described below. Except for Option 6, employees may only bump within the same employment condition but may be offered vacancies in a different employment condition. However, an employee's refusal to accept a vacancy in a different employment condition shall not result in the forfeiture of other layoff options. Before bumping another employee, the employee must accept a vacancy in the same class, geographic limit, and employment condition. Any employee choosing to bump another employee must have greater seniority than the employee who is bumped. Employees being laid off from the Office and Administrative Specialist, Customer Service Specialist, and Central Services Administrative Specialist series shall be permitted to bump into lower levels in the same class series, even if they have no previous service at that level. Seniority for such bumps shall be the seniority accrued in higher classes within the same series.

The employee may:

- Option 1: Accept the layoff.
- Option 2: Unless determined by the Commissioner of Employee Relations to be not qualified for the affected position, choose to bump the least senior employee within 35 miles who is in the same agency (and organizational unit, if applicable) and who is in:
  - (a) the same class and employment condition; or if the same class is not available,
  - (b) any comparable or lower class in which the employee previously served in order of previous service.
- Option 3: Accept a vacancy in the same agency (and organizational unit, if applicable), same or different employment condition and the same class or any comparable or lower class for which the employee is determined qualified by the Commissioner of Employee Relations.
- Option 4: Accept a reduction in hours offered by the Appointing Authority in the same agency and the same class or any comparable or lower class for which the employee is determined qualified by the Commissioner of Employee Relations.
- Option 5: Bump the least senior employee in the same agency (and organizational unit, if applicable) and employment condition in the same class or any comparable or lower class in which the employee previously served in order of previous service (i.e., with no geographic limits) unless determined to be not qualified for the position by the Commissioner of Employee Relations.
- Option 6: Unless determined by the Commissioner of Employee Relations to be not qualified for the position, an unlimited full-time employee may bump the least senior employee in the unlimited part-time employment condition and an unlimited part-time employee may bump the least senior employee in the unlimited full-time employment condition in the same agency (and organizational unit, if applicable) and the same class within 35 miles. An employee may not exercise this option if Option 2(a) is available or if there is a vacancy in the same agency (and organizational unit, if applicable) and same employment condition within 35 miles in the same or a comparable class for which the employee is determined qualified by the Commissioner of Employee Relations.

Option 7: Claiming: Accept a transfer or demotion to a non-temporary, classified vacancy in a different agency or organization unit in the same class or in a comparable or lower class unless determined to be not qualified for the position by the Commissioner of Employee Relations. The Appointing Authority for the new agency or organization unit shall not unreasonably deny a request for a transfer or demotion which would avert layoff. However, the Appointing Authority may deny such a request if the vacancy will be filled by the transfer or demotion of a qualified employee of the new agency (and organizational unit, if applicable), who is on notice of permanent layoff. The employee may not request a transfer or demotion to another agency or organization unit if a vacancy has been offered in the employee's current agency or organization unit in a comparable or higher class in the same or a greater employment condition within 35 miles of the same geographic location.

For employees laid off after the effective date of this Plan, eligibility for claiming begins on the date of the written notice of layoff and continues for 45 calendar days or until the date of layoff, whichever is later. If the claiming period extends beyond the date of layoff, no severance or vacation liquidation shall be paid and the employee's name shall not be placed on any layoff lists until the end of the claiming period. Employees may waive their post-layoff date claiming rights and the Appointing Authority shall authorize payment of any severance or vacation liquidation and the employee will be eligible for placement on appropriate layoff lists.

In determining whether the employee is qualified for a position, the Commissioner of Employee Relations shall consider any recommendation made by the Appointing Authority.

**Return Through Outside Layoff.** If the following conditions are met, the Appointing Authority shall allow an agency employee to return to a position covered by this Plan:

The employee previously had permanent or probationary classified status in a position (other than an insufficient work time position) covered by this Plan; and

The employee currently has permanent or probationary classified status in a higher or equal class; and

The employee has received notice of permanent layoff and has exhausted all vacancy and bumping options available under the layoff provisions of the plan or collective bargaining agreement covering him/her for purposes of layoff; and

That plan or collective bargaining agreement includes a provision allowing the return of employees laid off under the Commissioner's Plan.

If all of these are met, the Appointing Authority shall allow the employee to exercise Options 1-6 in Step 4 of the permanent layoff procedure, under the conditions specified there. In addition, before bumping another employee, the employee must accept a vacancy in an equal class for which the Employer has determined him/her qualified, within the same geographic limit and employment condition. Also see "Computation of Seniority" for information on calculating the employee's seniority for bumping.

**Layoff Lists.** Names of insufficient work time employees who have been laid off, accepted demotions in lieu of layoff, or been demoted to positions reallocated downward and names of employees on seasonal off shall be placed on an Agency Layoff List in order of continuous State employment for the class, agency, employment condition, and principal place of employment from which they were laid off. Names shall remain on the list for one year or for a period of time equal to the employee's continuous State employment to a maximum of three years unless removed under the provisions of this Chapter.

Other permanent or probationary employees who have been laid off, accepted demotions or lesser employment conditions in lieu of layoff, or been demoted to positions reallocated downward shall have their names placed on the Agency Layoff List in order of seniority for the class, agency, employment condition, and geographic location from which they were laid off or demoted. These employees may request in writing, on forms provided by the Appointing Authority, that their names be placed on the Class Layoff List for the class and for other equal or lower classes in which they had permanent or probationary status. These employees may indicate in writing, locations and employment conditions for which they are available and may change their availabilities by notifying the department in writing. Names shall remain on the Agency and Class Layoff Lists for one year or for a period of time equal to the employee's length of continuous State employment to a maximum of five years unless removed under the provisions of this Chapter.

**Recall.** Employees on seasonal off and insufficient work time employees shall be recalled to positions in the agency, class, employment condition and principal place of employment from which they were laid off in the order in which their names appear on the Agency Layoff List.

Other permanent or probationary employees shall be recalled to positions which match their availabilities in the class and agency from which they were laid off in the order in which their names appear on the Agency Layoff List unless the employee is determined by the Commissioner of Employee Relations to be not qualified for the position. Prior to recalling from the Agency Layoff List, the Appointing Authority may choose to fill the vacancy by transferring or demoting a qualified employee of the agency (and organizational unit, if applicable) who is on notice of permanent layoff. In the absence of an Agency Layoff List, the Appointing Authority shall consider employees on the Class Layoff List and may appoint no one other than a current civil service employee if there are employees on a Class Layoff List whom the Commissioner of Employee Relations determines to be qualified for the position.

In determining whether the employee is qualified for a position, the Commissioner of Employee Relations shall consider any recommendation made by the Appointing Authority.

**Removal from Layoff List.** The names of employees shall be removed from the Agency and Class Layoff Lists for any of the following reasons:

- Failure to accept recall to a position which meets the availabilities specified by the employee.
- Unlimited appointment to a classified position in a class comparable to or higher than, and with the same or greater employment conditions as, the one from which the employee was laid off or demoted. An employee who is non-certified in such a position may request that his/her name be restored to the layoff list(s) for the time remaining. Requests may be made in writing to the Department of Employee Relations.
- Expiration of the term of eligibility specified above.
- Termination from State service.

**Administration of Discipline.** An Appointing Authority shall make reasonable effort to discuss with the employee any performance problem which may lead to disciplinary action and to assist the employee in eliminating problem areas before disciplinary action becomes necessary. In the case of a permanent employee, disciplinary action may be taken only for just cause as provided in M.S. 43A.33, subdivision 2, which shall include failure to maintain any license required in the position. For all employees, disciplinary action should be taken only for reasons which are communicated clearly to the employee.

For employees with permanent status, discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension, demotion, and/or discharge. For employees who do not have permanent status, discipline may include any of the preceding except discharge. Refer to Chapter 7 (Probationary Period) for termination of employees serving initial probationary periods and Chapter 9 (Limited Interruptions of Work and Permanent Non-Disciplinary Separations) for termination of unclassified, emergency or temporary employees.

**Forms of Discipline:**

- A. **Oral Reprimand.** An oral reprimand should clearly be identified as such and should be administered in private.
- B. **Written Reprimand.** A written reprimand should be clearly identified as such, and should specify reasons for the action. Changes expected and necessary to correct the deficiency should be clearly outlined.
- C. **Paid or Unpaid Suspension, or Demotion.** Such disciplinary actions require written notice, no later than the effective date of the action. The notice should include the following:
  - (1) the nature of the disciplinary action;
  - (2) specific reasons for the action;
  - (3) effective date of the action;
  - (4) statement of the employee's right to reply in writing to the Appointing Authority or designee within five working days of receipt of the notice; and
  - (5) in the case of an employee with permanent status (i.e., not serving an initial probationary period), a statement of the employee's right to appeal as provided in M.S. 43A.33, subdivision 3(a) (see Appendix K) and the Dispute Resolution Procedure provided in Chapter 12.

A copy of the notice and the employee's written reply, if any, shall be filed by the Appointing Authority with the Commissioner of Employee Relations within 10 calendar days of the effective date of discipline.

**D. Discharge of Employee With Permanent Status.** Discharge requires a written notice, no later than one day prior to effective date of discharge. The notice of discharge shall include the following:

- (1) nature of the disciplinary action;
- (2) specific reasons for the action;
- (3) effective date of the action;
- (4) statement of the employee's right to request an opportunity to hear an explanation of the evidence against him/her, and to present his/her side of the story while still in pay status, and notice that this right expires at the end of the next scheduled day of work after the notice of discharge is delivered unless the employee and the Appointing Authority agree otherwise; if the employee was not in pay status at the time of the notice, the requirement to be in pay status does not apply;
- (5) statement of the employee's right to reply in writing to the Appointing Authority or designee within five working days of receipt of the notice regardless of whether the employee chooses to exercise his/her rights in (4) above; and
- (6) statement of the employee's right to appeal as provided in M.S. 43A.33, subdivision 3(a) and the Dispute Resolution Procedure provided in Chapter 12.

A copy of the notice and the employee's reply, if any, shall be filed by the Appointing Authority with the Commissioner of Employee Relations within 10 calendar days of effective date of discipline.

**Investigatory Leave.** The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory leave with pay provided a reasonable basis exists to warrant such leave.

**Personnel Records.** An employee disciplined under the provisions of this Chapter may submit a written statement regarding the disciplinary action which will be placed in the employee's personnel record. At the request of the employee, a written reprimand or written record of a suspension of ten days or less shall be removed from the employee's personnel record provided that no further disciplinary action has been taken against the employee for a period of two years following the date of the written reprimand or three years following the date of the suspension.

**Application.** This Chapter covers resolution of disputes concerning interpretation and application of this Plan, disciplinary action as defined in Chapter 11 and non-certification of probationary employees. If an employee/former employee pursues an appeal under M.S. 197.46 (or other applicable Veterans Preference Law), the employee/former employee is precluded from making an appeal under this dispute resolution process.

**Representation and Use of Work Time.** An employee may elect to be represented at any step of the Dispute Resolution Procedure. The employee and his/her representative, if a State employee, shall be allowed a reasonable amount of time without loss of pay, during working hours while on the Appointing Authority's premises to research and present his/her view provided that the employee and the representative receive prior approval from their supervisors.

**Non-Disciplinary Issues.** The Appointing Authority shall adopt procedures for resolution of disputes concerning interpretations and applications for which the Appointing Authority has discretion under this Plan. Decisions reached through such procedures are not appealable to the Commissioner of Employee Relations. Disputes concerning other interpretations and applications of this Plan, including disputes concerning the computation of seniority, but excluding disciplinary action are appealable through Step 4a of the Dispute Resolution Procedure below.

**Non-Certification.** Failure to attain permanent status is not appealable through the Dispute Resolution Procedure below. However, when an Appointing Authority does not certify an employee on an initial or subsequent probationary period, the employee shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Employees serving a subsequent probationary period may have return rights as described in Chapter 7.

#### **Disciplinary Actions, Other Than Discharge.**

Oral reprimands are not appealable.

Written reprimands may be appealed through Step 3 of the Dispute Resolution Procedure below.

Unclassified employees without permanent status in State service and employees on initial probation may appeal a suspension or demotion through Step 3 of the Dispute Resolution Procedure below.

Employees with permanent status in State service, including those on a subsequent probationary period or on an unclassified service leave of absence, may appeal a suspension or demotion (other than one resulting from non-certification) under the provisions of M.S. 43A.33, subdivisions 3(a) and 4, described in Step 4b below. Employees are encouraged to use the Dispute Resolution Procedure through Step 3 below while appealing under the provisions of M.S. 43A.33, subdivisions 3(a) and 4.



**Discharge.** Employees with permanent status may appeal a discharge under the provisions of M.S. 43A.33, subdivision 3(a) and 4, described in Step 4b below. Employees are encouraged to use the Dispute Resolution Procedure through Step 3 below while appealing under the provisions of M.S. 43A.33, subdivisions 3(a) and 4.

**Dispute Resolution Procedure.** Disputes shall be resolved in accord with the following steps, however, at any step the parties may, by mutual agreement, attempt to resolve the dispute through mediation.

**Step 1:** Within 14 calendar days after the employee should have had knowledge of the event, the employee shall present to his/her supervisor in writing the nature of the dispute, the facts upon which it is based, and the remedy requested. Within seven days, the supervisor shall give a written answer to the employee.

If the dispute has not been resolved satisfactorily, the employee shall have the option of proceeding immediately to either Step 2 or Step 3, whichever the employee feels is most appropriate to the matter in dispute. The employee may appeal the decision to the agency representative at the next level of supervision (Step 2) or to the Appointing Authority or his/her designee (Step 3) in writing within 10 calendar days after the date of the supervisor's response.

**Step 2:** The agency representative at the next level of supervision shall meet with the employee within seven calendar days following an appeal from Step 1 and shall give the employee a written answer within 14 calendar days following their meeting.

If the dispute has not been resolved, the employee may appeal the decision to the Appointing Authority or his/her designee (Step 3) in writing within 10 calendar days of the agency representative's response.

**Step 3:** The Appointing Authority or his/her designee shall meet with the employee within seven calendar days following an appeal from Step 1 or Step 2 and shall give the employee a written answer within 14 calendar days following their meeting.

**Step 4a:** The employee may appeal the decision of the Appointing Authority or his/her designee in writing to the Commissioner of Employee Relations within seven calendar days after the Appointing Authority or designee has given an answer. The Commissioner of Employee Relations shall consider the information presented by the employee and the Appointing Authority and shall make a decision within 14 calendar days. The Commissioner of Employee Relations may decide to hold a hearing to discuss the dispute. The Commissioner's decision shall be final.

**Step 4b:** A permanent status employee may appeal a suspension, demotion (other than one resulting from non-certification) or discharge at any step of the Dispute Resolution Procedure to the Office of Administrative Hearings as provided under M.S. 43A.33, subdivision 3(a) and 4 (see Appendix K).

**Time Limits.** If a dispute is not presented within the time limit set forth above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit specified, it shall be considered to be resolved on the basis of the last answer. If no response is made within a specified time limit, the employee may elect to treat the dispute as denied at that step and may appeal to the next step. Time limits on each step may be extended by mutual written agreement of the parties involved.

**Authorization of Payment.** Any resolution of a dispute that results in a payment to an employee must be approved by the Commissioner of Employee Relations as provided in M.S. 43A.04, subdivision 6.

**Section 1. State Employee Group Insurance Program.** During the life of this Plan, the Employer shall provide a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this Chapter.

All insurance eligible employees will be provided with a Summary Plan Description describing these coverages. Such Summary Plan Description shall be provided no less than biennially and prior to the beginning of the insurance year. New insurance eligible employees shall receive a Summary Plan Description within thirty (30) days of their date of eligibility.

**Section 2. Eligibility for Group Participation.** This section describes eligibility to participate in the Group Insurance Program.

- A. **Employees - Basic Eligibility.** Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for: (1) emergency, temporary, and intermittent employees; (2) student workers hired after July 1, 1979; and (3) interns.
- B. **Employees - Special Eligibility.** The following employees are also eligible to participate in the Group Insurance Program:
  - 1. **Employees with a Work-related Injury/Disability.** An employee who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.
  - 2. **Totally Disabled Employees.** Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.
  - 3. **Retired Employees.** An employee who retires from State service, is not eligible for regular (non-disability) Medicare coverage, has five (5) or more years of allowable pension service, and is entitled at the time of retirement to immediately receive an annuity under a State retirement program, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

Consistent with M.S. 43A.27, subdivision 3, a retired employee of the State who receives an annuity under a State retirement program may continue to participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

C. **Dependents.** Eligible dependents for the purposes of this Chapter are as follows:

1. **Spouse.** The spouse of an eligible employee (if not legally separated). For the purpose of health insurance coverage, if that spouse works full-time for an organization employing more than 100 people and elects to receive either credits or cash (1) in place of health insurance or health coverage or (2) in addition to a health plan with a seven hundred and fifty dollar (\$750) or greater deductible through his/her employing organization, s/he is not eligible to be a covered dependent for the purposes of this Chapter. If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other, unless one spouse is not eligible for a full Employer Contribution as defined in Section 3A.
2. **Children and Grandchildren.** An eligible employee's unmarried dependent children and unmarried dependent grandchildren: (1) through age eighteen (18); or (2) through age twenty-four (24) if the child or grandchild is a full-time student at an accredited educational institution; or (3) a child or grandchild, regardless of age or marital status who is incapable of self-sustaining employment by reason of mental retardation, mental illness or physical disability and is chiefly dependent on the employee for support. The handicapped dependent shall be eligible for coverage as long as s/he continues to be handicapped and dependent, unless coverage terminates under the contract.

"Dependent Child" includes an employee's: (1) biological child, (2) child legally adopted by or placed for adoption with the employee, (3) foster child, and (4) step-child. To be considered a dependent child, a foster child must be dependent on the employee for his/her principal support and maintenance and be placed by the court in the custody of the employee. To be considered a dependent child, a step child must maintain residence with the employee and be dependent upon the employee for his/her principal support and maintenance.

"Dependent Grandchild" includes an employee's: (1) grandchild placed in the legal custody of the employee, (2) grandchild legally adopted by the employee or placed for adoption with the employee, or (3) grandchild who is the dependent child of the employee's unmarried dependent child. Under (1) and (3) above, the grandchild must be dependent upon the employee for principal support and maintenance and live with the employee.

If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover their eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, or unmarried employees who share legal responsibility for their eligible dependent children or grandchildren.

- D. **Continuation Coverage.** Consistent with state and federal laws, certain employees, former employees, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time. As of the date of this Plan, state and federal laws allow certain group coverages to be continued if they would otherwise terminate due to:

- a. termination of employment (except for gross misconduct);
- b. layoff;
- c. reduction of hours to an ineligible status;
- d. dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);
- e. death of employee; or
- f. divorce.

**Section 3. Eligibility for Employer Contribution.** This section describes eligibility for an Employer Contribution toward the cost of coverage.

**A. Full Employer Contribution - Basic Eligibility.** The following employees covered by this Plan receive the full Employer Contribution:

- 1. Employees who are scheduled to work at least forty (40) hours weekly for a period of nine (9) months or more in any twelve (12) consecutive months.
- 2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal employees serving on less than a seventy-five (75) percent basis.

**B. Partial Employer Contribution - Basic Eligibility.** The following employees covered by this Plan receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages. The partial Employer Contribution for health and dental coverages is seventy-five (75) percent of the full Employer Contribution for both employee only and dependent coverage.

- 1. **Part-time Employees.** Employees who hold part-time, unlimited appointments and who work at least fifty (50) percent of the time but less than seventy-five (75) percent of the time.
- 2. **Seasonal Employees.** Seasonal employees who are scheduled to work at least 1044 hours over a period of twelve (12) consecutive months.

**C. Special Eligibility.** The following employees also receive an Employer Contribution:

- 1. **Employees on Layoff.** A classified employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been laid off, remains eligible for an Employer Contribution and all other benefits provided under this Chapter for six (6) months from the date of layoff.

2. **Work-related Injury/Disability.** An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a disability leave under Chapter 6, s/he shall be eligible for an Employer Contribution during that leave.

**D. Maintaining Eligibility for Employer Contribution.**

1. **General.** An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an Employer Contribution while on layoff as described in Section 3C2, or while eligible for workers' compensation payments as described in Section 3C3.
2. **Unpaid Leave of Absence.** If an employee is on an unpaid leave of absence, then vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining eligibility for an Employer Contribution by keeping the employee on a State payroll for one (1) working day per pay period.
3. **School Year Employment.** If an employee is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the employee shall nonetheless remain eligible for an Employer Contribution, provided that the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences.
4. An employee who is on an approved FMLA leave or on a salary savings leave as provided elsewhere in this plan maintains eligibility for an Employer Contribution.

**Section 4. Amount of Employer Contribution.** For employees eligible for an Employer Contribution as described in Section 3, the amount of the Employer Contribution will be determined as follows beginning on January 5, 2000. The Employer Contribution amounts and rules in effect on June 30, 1999 will continue through January 4, 2000.

**A. Contribution Formula - Health Coverage.**

1. **Employee Coverage.** For employee health coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee-only premium of the Low Cost Health Plan, or the actual employee-only premium of the health plan chosen by the employee.

2. **Dependent Coverage.** For dependent health coverage, the Employer contributes an amount equal to the lesser of ninety (90) percent of the dependent premium of the Low Cost Health Plan, or the actual dependent premium of the health plan chosen by the employee.
3. **Low Cost Health Plan.** For the purposes of Section 4A, "Low Cost Health Plan" means the health plan with: (1) the lowest family premium rate; and (2) operating in the county of the employee's permanent work location; county of residence for insurance year 2001; see Section 4A4 below. "Family premium" is the total of the employee premium and the dependent premium.

The Low Cost Health Plan for each county for the 2000 insurance year is listed in Appendix E. During the 2000 insurance year, the list may be changed only if the Low Cost Health Plan no longer operates in a county.

4. **Location as the Basis for Employer Contribution.** The Employer Contribution for each employee is based on the employee's permanent work location on the effective date of the 2000 insurance year. For the 2001 insurance year, the Employer Contribution will be based on the employee's county of permanent residence (for Minnesota residents) or the employee's county of permanent work location (for Minnesota non-residents). If the health plan an employee is enrolled in is not available at the new permanent work location, then the Employer Contribution changes to the amount in effect at the new permanent work location.

#### **B. Contribution Formula - Dental Coverage.**

1. **Employee Coverage.** For employee dental coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the State Dental Plan, or the actual employee premium of the dental plan chosen by the employee.
2. **Dependent Coverage.** For dependent dental coverage, the Employer contributes an amount equal to the lesser of fifty (50) percent of the dependent premium of the State Dental Plan, or the actual dependent premium of the dental plan chosen by the employee.

- C. **Contribution Formula - Basic Life Coverage.** For employee basic life coverage and accidental death and dismemberment coverage, the Employer contributes one-hundred (100) percent of the cost.

#### **Section 5. Coverage Changes and Effective Dates.**

- A. **When Coverage May Be Chosen.** An employee must make his/her choice of employee health and dental plans and choice of dependent coverage (if applicable) within sixty (60) calendar days of the date of initial appointment to an insurance eligible position. When health and dental coverage are elected, the employee will automatically be enrolled in basic life coverage. Employees eligible for a partial employer contribution may elect health and dental coverage within sixty (60) calendar days of initial employment or during an open enrollment period. Employees who become eligible for

a full employer contribution must make their choice of employee health and dental plans and dependent coverage within sixty (60) calendar days of becoming eligible or be enrolled in the low cost plan in the county of the employee's work location. An employee may change his/her health or dental plan if the employee changes to a new permanent work location, and the employee's current plan is not available at the new work location. An employee who receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year, may change his/her health or dental plan within thirty (30) days of the date of the relocation under the same provisions accorded during the last open enrollment period.

An employee and a retired employee may add dependent health or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child without regard to the thirty (30) day enrollment period. In addition, an employee and a retired employee may add dependent health or dental coverage within thirty (30) days of the following events:

1. If an employee or a retiree becomes married, the employee may add his/her spouse and any dependent children/grandchildren.
2. If the employee's spouse loses group health or dental coverage, the employee may add his/her spouse and any dependent children/grandchildren.
3. If the retiree's spouse involuntarily loses group health or dental coverage, the retiree may add his/her spouse and any dependent children/grandchildren. (Spouse's loss of coverage due to his/her retirement would be considered involuntary.)

#### **B. When Coverage May Be Cancelled.**

1. **Dependent Coverage.** An employee may cancel dependent health or dependent dental coverage outside of open enrollment only in the case of certain life events that are consistent with the request to cancel coverage. The request to cancel coverage must be made within sixty (60) days of the event. Life events include, but are not limited to:
  - loss of dependent status of a sole dependent;
  - death of a sole dependent;
  - divorce;
  - change in employment condition of an employee or spouse; and
  - a significant change of spousal insurance coverage (cost of coverage is not a significant change).

Dependent health or dependent dental coverage may also be cancelled during the open enrollment period that applies to each type of plan for any reason.

2. **Employee Coverage.** A part-time employee may also cancel employee coverage within sixty (60) days of when one of these same life events occurred.



3. **Effective Date of Benefit Termination.** Medical coverage termination will take effect on the first of the month following the end of the pay period coinciding with or next following the date of the application to cancel coverage, or the loss of eligible employee or dependent status. All other benefit terminations will take effect on the first day of the pay period coinciding with or next following the date of the application to cancel coverage, or the loss of eligible employee or dependent status.

**C. Effective Date of Coverage.**

1. **Initial Effective Date.** The initial effective date of coverage under the Group Insurance Program is the first day of the first payroll period beginning on or after the 28th calendar day following the employee's first day of employment, re-employment, re-hire, or reinstatement with the State. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage. If an employee is not actively at work due to employee or dependent health status or medical disability, medical and dental coverage will still take effect. (Life and disability coverage will be delayed until the employee returns to work.)
2. **Delay in Coverage Effective Date.**
  - a. **Basic Life.** If an employee is not actively at work on the initial effective date of coverage, coverage will be delayed until the first day of the pay period coinciding with or next following the employee's return to work. The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.
  - b. **Medical and Dental.** If an employee is not actively at work on the initial effective date of coverage due to a reason other than hospitalization or medical disability of the employee or dependent, medical and dental coverage will be delayed until the first day of the pay period coinciding with or next following the employee's return to work.

The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

- c. **Optional Life and Disability Coverages.** In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day of the pay period coinciding with or next following approval by the insurance company. If it is an open enrollment period, coverage may be applied for but will not become effective until the first day of the pay period coinciding with or next following the employee's return to work.

**E. Open Enrollment.**

1. **Frequency and Duration.** There shall be an open enrollment period for health coverage in each year of this Plan, and for dental coverage in the first year of this Plan. Open enrollment periods shall last a minimum of thirty (30) calendar days. Open enrollment changes become effective on January 5, 2000 in the first year of this Plan, and on January 3, 2001 in the second year of this Plan.
2. **Eligibility to Participate.** An employee eligible to participate in the State Employee Group Insurance Program, as described in Section 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in section 5E1 above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active employees, but may not add dependent coverage.
3. **Materials for Employee Choice.** Each year prior to open enrollment, the Appointing Authority will give eligible employees the information necessary to make open enrollment selections. Employees will be provided a statement of their current coverage each year of the Plan.

- F. **Coverage Selection Prior to Retirement.** An employee who retires and is entitled to receive an annuity under a State retirement program may change his/her health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the first pay period beginning after the date of retirement.

**Section 6. Basic Coverages.**

**A. Employee and Family Health Coverage.**

1. **Coverage Options.** Eligible employees may select coverage under one of the health plans offered by the Employer, including the State Health Plan, or other health plans.
2. **Coverage Under the State Health Plan.** From July 1, 1999 through January 4, 2000, coverage under the State Health Plan Point of Service and State Health Plan Select (hereinafter referred to as SHPPOS and SHPS, respectively) will continue at the level in effect on June 30, 1999. Effective January 5, 2000, SHPPOS and SHPS will cover allowable charges for the following eligible services subject to the copayments and coverage limits stated. Services provided through both plans are subject to their managed care procedures and principles, including standards of medical necessity and appropriate practice. Effective January 5, 2000, all other plans providing services to State employees will have the same coverages as the SHPS.

- a. **Services received from, or authorized by, a primary care physician within the primary care clinic.** State Health Plan Point of Service (SHPPOS) and State Health Plan Select (SHPS).

The following health care services under SHPPOS and SHPS shall be received from, or authorized by a primary care physician within the primary care clinic. The primary care clinic shall be selected from approved clinics in accordance with SHPPOS and SHPS administrative procedures. Higher out-of-pocket costs as described in 6A2b apply to the following services if not received from, or authorized by, a primary care physician within the primary care clinic.

1. **Inpatient hospital services.** One hundred (100) percent coverage.
2. **Outpatient surgery center services.** One hundred (100) percent coverage.
3. **Home health services.** One hundred (100) percent coverage up to a maximum of five thousand dollars (\$5,000) eligible expenses per person per year.
4. **X-rays and laboratory tests.** One hundred (100) percent coverage.
5. **Preventive care.** One hundred (100) percent coverage.
6. **Physicians services.** One hundred (100) percent coverage.
7. **Durable medical equipment.** Eighty (80) percent coverage.
  - All diabetic supplies, including test tapes and syringes, are covered under durable medical equipment.

- b. **Services not authorized by a primary care physician within the primary care clinic.** Coverage under this section 6A2b is only available to individuals who elect SHPPOS coverage, and then only under the terms and conditions outlined in the Certificate of Coverage.

For services under 6A2a which are not authorized by a primary care physician within the primary care clinic in the 2000 and 2001 insurance years:

- there is a three hundred fifty dollar (\$350) deductible per person with a maximum deductible per family per year of seven hundred dollars (\$700).

After deductible is satisfied, seventy (70) percent coverage up to a maximum annual copayment of:

- three thousand dollars (\$3,000) per person and six thousand dollars (\$6,000) per family.

These deductibles and copayments are separate from the deductibles and copayments for authorized services under Section 6A2a.

- c. **Special Service networks (applies to SHPPOS and SHPS).** The following services must be received from Special Service network providers in order to be covered.
1. **Mental health services - inpatient and outpatient.** One hundred (100) percent coverage (up to 365 days for inpatient services). No coverage for services obtained from out-of-network providers under SHPS. Out-of-network services are available under SHPPOS according to the terms of the Certificate of Coverage. In-network services need not be authorized by a primary care physician within the primary care clinic under either plan.
  2. **Chemical dependency services - inpatient and outpatient.** One hundred (100) percent coverage (up to 365 days for inpatient services). No coverage for services obtained from out-of-network providers under SHPS. Out-of-network services are available under SHPPOS according to the terms of the Certificate of Coverage. In-network services need not be authorized by a primary care physician within the primary care clinic under either plan.
  3. **Chiropractic services.** One hundred (100) percent coverage. No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic. Coverage shall be provided for a minimum of twenty (20) services or twenty-one (21) calendar days, whichever is greater, per incident.
  4. **Transplant coverage.** The SHPPOS and SHPS shall provide transplant coverage, as specified in their respective Certificates of Coverage. No coverage for services obtained from out-of-network providers.

Referrals for eligible transplant services must be authorized by a primary care physician within the primary care clinic.

5. **Cardiac services.** No coverage for non-emergency cardiac services obtained from out-of-network providers. Referrals for services must be authorized by a primary care physician within the primary care clinic.
6. **Home Infusion Therapy.** The SHPPOS and SHPS shall provide Home Infusion Therapy coverage as specified in their respective Certificates of Coverage. No coverage for services obtained from out-of-network providers. Referrals for eligible Home Infusion Therapy services must be authorized by a primary care physician within the primary care clinic.
7. **Hospice Benefit.** One hundred (100) percent coverage for services obtained from in-network providers. Seventy (70) percent coverage for services obtained from out-of-network providers under SHPPOS. Referrals for eligible hospice services must be authorized by a primary care physician within the primary care clinic.

**d. Services not requiring authorization by a primary care physician within the primary care clinic.**

The following services do not require authorization by a primary care physician within the primary care clinic in order to be covered.

**1. Prescription drugs.**

- Insulin will be treated as a prescription drug subject to a separate copay for each type prescribed.
  - If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard copayment plus the difference between the cost of the brand name drug and the generic. Amounts above the copay that an individual elects to pay for a brand name instead of a generic drug will not be credited toward the out-of-pocket maximum.
- a. SHPS. Prescription Drugs. For the 2000 and 2001 insurance years:
- ten dollar (\$10) copayment per prescription or refill for a generic formulary drug dispensed in a thirty-four (34) day supply.
  - twenty-one dollar (\$21) payment per prescription or refill for a non-formulary drug dispensed in a thirty-four (34) day supply.
  - annual maximum eligible out-of-pocket expense for prescription drugs of two hundred dollars (\$200) per person or four hundred dollars (\$400) per family.
- b. Grandfathered Diabetic Group. For insulin dependent diabetics who have been continuously enrolled in the State Health Plan since January 1, 1991 and who were identified as having used these supplies during the period January 1, 1991 through September 30, 1991, (hereinafter the "Grandfathered Diabetic Group") diabetic supplies are covered as follows:
- Test tapes and syringes are covered at one hundred (100) percent for the greater of a thirty-four (34) day supply or one hundred (100) units when purchased with insulin.
2. **Eye exams.** SHPPOS and SHPS. One hundred (100) percent coverage. (Limited to one routine examination per year.)
3. **Outpatient emergency and urgent center services.** SHPPOS and SHPS. Thirty dollar (\$30) copayment per visit for outpatient emergency visits and fifteen dollar (\$15) copayment per visit for urgent center visits that do not result in hospital admission within twenty-four (24) hours; one hundred (100) percent coverage thereafter.

4. **Ambulance.** SHPPOS and SHPS. Eighty (80) percent coverage for eligible expenses. (Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport as certified by the attending physician.)
- e. **Emergency and urgently needed care outside the network.** SHPPOS and SHPS. Professional services of a physician, emergency room treatment, and inpatient hospital services covered at eighty percent (80%) of the first two thousand dollars (\$2,000) and one hundred percent (100%) thereafter of the charges incurred per insurance year. The maximum eligible out-of-pocket expense per individual per year for this benefit is four hundred dollars (\$400). This benefit is not available when the member's condition permits him or her to receive care within the network of the plan in which the individual is enrolled.
- f. **Lifetime maximum.** SHPPOS and SHPS. Coverage under the State Health Plan is subject to a per-person lifetime maximum. The lifetime maximum is two million dollars (\$2,000,000) for services under 6A2a, 6A2c and 6A2d combined. The lifetime maximum for services under 6A2b is limited to five hundred thousand dollars (\$500,000). The five hundred thousand dollar (\$500,000) maximum which applies under 6A2b is part of, and not in addition to, the two million dollar (\$2,000,000) lifetime plan maximum.
3. **Coordination with Workers' Compensation.** When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, subdivision 3.
4. **Health Promotion and Health Education.** The Employer recognizes the value and importance of health promotion and health education programs. Such programs can assist employees and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:
  - a. **Develop Programs.** The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Department of Employee Relations policy.

Program topics shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the State Health Plan and HMO plans.
  - b. **Health Plan Specification.** The Employer will require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for State employees and their dependents.

- c. **Employee Participation.** The Employer will assist employees' participation in health promotion and health education programs.

Health promotion and health education programs that have been endorsed by the Employer (Department of Employee Relations) will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21B. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a pro rata combination of both. Employees may be reimbursed for up to one hundred (100) percent of tuition or registration costs upon successful completion of the program. Employees may be granted release time, including travel time, in lieu of reimbursement.

- d. **Health Promotion Incentives.** The Joint Labor-Management Committee on Health Plans shall develop a program which provides incentives for employees who participate in a health promotion program. The health promotion program shall emphasize the adoption and maintenance of more healthy lifestyle behaviors and shall encourage wiser usage of the health care system.

**B. Employee and Family Dental Coverage.**

1. **Coverage Options.** Eligible employees may select coverage under one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans.
2. **Coverage Under the State Dental Plan.** The State Dental Plan will provide the following coverage:
  - a. **Copayments.** Effective January 5, 2000, the State Dental Plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Dental Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan shall cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

Service	In-Network	Out-of-Network
Diagnostic/Preventive	100%	50%
Fillings	80%	50%
Endodontics	80%	50%
Periodontics	80%	50%
Oral Surgery	80%	50%
Crowns	80%	50%
Prosthetics	50%	None
Prosthetic Repairs	50%	None
Orthodontics*	80%	50%

\*Please refer to your Certificate of Coverage for information regarding age limitations for dependent orthodontic care.

- b. **Deductible.** An annual deductible of one hundred twenty five dollars (\$125) per person applies to State Dental Plan basic and special services received from out of network providers. The deductible must be satisfied before coverage begins.
- c. **Annual Maximums.** State Dental Plan coverage is subject to a one thousand dollar (\$1,000) annual maximum benefit payable (excluding orthodontia) per person. "Annual" means per insurance year.
- d. **Orthodontia Lifetime Maximum.** Orthodontia benefits are available to eligible dependent children ages 8 through 18 subject to a two thousand eight hundred dollar (\$2,800) lifetime maximum.

#### C. Employee Life Coverage.

1. **Basic Life and Accidental Death and Dismemberment Coverage.** The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in Section 3. Any premium paid by the State in excess of fifty thousand dollars (\$50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars (\$50,000) by filing a waiver in accord with Department of Finance procedures. The basic life insurance policy will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.



Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
\$10,000 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
\$20,001 - \$25,000	\$25,000	\$25,000
\$25,001 - \$30,000	\$30,000	\$30,000
\$30,001 - \$35,000	\$35,000	\$35,000
\$35,001 - \$40,000	\$40,000	\$40,000
\$40,001 - \$45,000	\$45,000	\$45,000
\$45,001 - \$50,000	\$50,000	\$50,000
\$50,001 - \$55,000	\$55,000	\$55,000
\$55,001 - \$60,000	\$60,000	\$60,000
\$60,001 - \$65,000	\$65,000	\$65,000
\$65,001 - \$70,000	\$70,000	\$70,000
Over \$70,000	\$75,000	\$75,000

Health Treatment Professionals participate in the Manager's Income Protection Plan.

2. **Extended Benefits.** An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 70. Employees who were disabled prior to July 1, 1983 and who have continuously received benefits shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.
3. **Additional Death Benefit.** Employees who retire on or after July 1, 1985, shall be entitled to a five hundred dollar (\$500) death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement program. A five hundred dollar (\$500) cash death benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled on or after July 1, 1985, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

## Section 7. Optional Coverages.

### A. Life Coverage.

1. **Employee.** An employee may purchase up to five hundred thousand dollars (\$500,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary or two hundred thousand dollars (\$200,000), whichever is less, in optional employee life coverage within sixty (60) calendar days of hire without evidence of insurability.
2. **Spouse.** An employee may purchase up to five hundred thousand dollars (\$500,000) life insurance coverage for his/her spouse, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase either five thousand dollars (\$5,000) or ten thousand dollars (\$10,000) in optional spouse life coverage within sixty (60) calendar days of hire without evidence of insurability.
3. **Children/Grandchildren.** An employee may purchase life insurance in the amount of ten thousand dollars (\$10,000) as a package for all eligible children/grandchildren (as defined in Section 2C of this Chapter). Child/grandchild coverage requires evidence of insurability if application is made after the first sixty (60) calendar days of employment. Child/grandchild coverage commences fourteen (14) calendar days after birth.
4. **Accelerated Life.** The additional employee, spouse, and child life insurance policies will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.
5. **Waiver of Premium.** In the event an employee becomes totally disabled before age seventy (70), there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.
6. **Paid Up Life Policy.** At age sixty-five (65) or the date of retirement, an employee who has carried optional life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen (15) percent of the smallest amount of optional employee life insurance in force during that five (5) year period. The employee's post-retirement death benefit shall be effective as of the date of the employee's retirement or the employee age sixty-five (65), whichever is later. Employees who retire prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional employee life insurance to age sixty-five (65) in order to remain eligible for the employee post-retirement death benefit.

An employee who has carried optional spouse life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or spouse age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen (15) percent of the smallest amount of optional spouse life insurance in force during that five (5) year period. The spouse post-retirement death benefit shall be effective as of the date of the employee's retirement or spouse age sixty-five (65), whichever is later. The employee must continue the full amount of optional spouse life insurance to the date of the employee's retirement or spouse age sixty-five (65), whichever is later, in order to remain eligible for the spouse post-retirement death benefit.

Each policy remains separate and distinct, and amounts may not be combined for the purpose of increasing the amount of a single policy.

**B. Disability Coverage.**

1. **Short-term Disability Coverage.** An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars (\$300) to five thousand dollars (\$5,000) per month, up to two-thirds (2/3) of an employee's salary, for up to one hundred eighty (180) calendar days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. Coverage applied for within sixty (60) calendar days of hire or becoming insurance eligible does not require evidence of insurability.
2. **Long-term Disability Coverage.** New employees may enroll in long-term disability insurance within sixty (60) days of employment or insurance eligibility. The terms are the same as for employees who wish to add/increase during the annual open enrollment. During open enrollment only, an employee may purchase long-term disability coverage that provides benefits of from two hundred dollars (\$200) to five thousand dollars (\$5,000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. Employees should be aware that other wage replacement benefits, as described in the Certificate of Coverage (i.e., Social Security Disability, Minnesota State Retirement Disability, etc.) may result in a reduction of the monthly benefit levels purchased. In any event, the minimum is the greater of three hundred dollars (\$300) or fifteen percent (15%) of the amount purchased. The minimum benefit will not be reduced by any other wage replacement benefit. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this benefit shall be waived.

- C. **Accidental Death and Dismemberment Coverage.** An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from five thousand dollars (\$5,000) to one hundred thousand dollars (\$100,000). Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from five thousand dollars (\$5,000) to twenty-five thousand dollars (\$25,000) in coverage for his/her spouse, but not in excess of the amount carried by the employee.

- D. **Continuation of Optional Coverages During Unpaid Leave or Layoff.** An employee who takes an unpaid leave of absence or who is laid off may discontinue premium payments on optional policies during the period of leave or layoff. If the employee returns within one (1) year, the employee shall be permitted to pick up all optionals held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations shall be applicable.

For the first twenty-four (24) months of short-term and/or long-term disability coverage after such a period of leave or layoff during which short-term or long-term disability coverage was discontinued, any such disability coverage shall exclude coverage for certain pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage shall continue to apply as provided in the policy.

The limitations set forth above do not apply to Family Medical Leave Act (FMLA) leaves.

**Salary Ranges.** Each classified position is assigned, and each unclassified position is compared, to a specific job class at the time a position is established. Each class, except those for which a salary rate or range is established by law, shall be assigned to a salary range as indicated in Appendices F, G, H, I, M and N. The Commissioner of Employee Relations may reassign or recompare positions to different classes and may reassign classes to different salary ranges.

The salary ranges in Appendix G are effective July 1, 1999. Grids reflecting the July 1, 2000 rates are in Appendix H.

**Salary Rates and Limits.** The salary rate for each employee shall be set by the Appointing Authority within the limits of the salary range to which the employee's class is assigned, subject to the limitations of Personnel Rule 3900.2100 and this Chapter. An employee's salary rate may not exceed the range maximum except as provided in this Chapter or by law. The actual salary established by the Governor for an agency head listed in M.S. 15A.0815 shall serve as the upper limit of compensation for all employees in that agency. The total annual salary paid to an employee plus any lump sum payments shall not exceed the upper limit of compensation as provided in this Chapter. The Commissioner of Employee Relations may grant an exemption not to exceed the employee's salary range maximum or 120% of the agency head's salary, whichever is less, as provided by M.S. 43A.17, subdivision 3, or an exemption in accord with M.S. 43A.17, subdivision 4.

**Chief Dentist Differential.** The Department of Corrections may pay up to an additional 12% of the base salary of a dentist employed by the department who is assigned additional, department-wide administrative responsibilities. Selection of the employee to whom the duties are assigned is at the discretion of the Department of Corrections and the department may end or reassign the responsibilities at any time.

**Insufficient Work Time Employees.** An insufficient work time employee shall be subject to the same salary provisions as provided to employees in the same class in the bargaining unit to which the employee would otherwise be assigned.

**Examination Monitors.** An Examination Monitor appointed in accord with M.S. 43A.08, subdivision 1(15), shall be paid at the single rate of pay to which his/her class is assigned as follows:

	July 1, 1999- December 31, 1999	January 1, 2000- June 30, 2001
Examination Monitor 1	\$8.50/hr.	\$8.95/hr.
Examination Monitor 2	\$9.90/hr.	\$10.40/hr.
Examination Monitor 3	\$11.00/hr.	\$11.55/hr.

**First Year General Salary Increases.** Except as specified below, all employees covered by this Plan shall receive a salary increase of 2.5%, rounded to the nearest cent per hour, effective July 1, 1999. This increase shall not apply to the salaries of employees covered by Appendices I, M and N, Examination Monitors, and Insufficient Work Time Employees. In addition, the increase shall not apply to employees whose June 30, 1999 rate of pay exceeds the July 1, 1999 salary range maximum unless their rate of pay exceeds the range maximum due to: a) transfer or demotion as the result of reallocation or recomparison to a class with a lower salary range maximum; b) conversion to a new consolidated clerical class on July 8, 1998; or c) reallocation or change in allocation to a consolidated clerical class between July 8, 1998, and June 30, 1999. Exceptions b and c apply only until the employee moves to a different classification. Employees whose June 30, 1999, rate of pay exceeds the June 30, 1999, salary range maximum and is less than the July 1, 1999, salary range maximum shall receive a salary increase to the new maximum rate.

**Second Year General Salary Increases.** Effective July 1, 2000, all employees covered by this Plan, except as specified below, shall receive a salary increase of 3.0%, rounded to the nearest cent per hour. This increase shall not apply to the salaries of employees covered by Appendices I, M and N, Examination Monitors, and Insufficient Work Time Employees.

**Performance Based Salary Increases.** Effective January 5, 2000, and January 3, 2001, each employee whose current rate of pay does not equal or exceed the maximum of the salary range is eligible for a performance-based salary increase. Such increase shall be in the form of an adjustment to the employee's base salary rate, not to exceed the salary range maximum. An employee may be granted one salary increase per fiscal year under this provision. At the discretion of the Appointing Authority, such salary increases may be delayed, and, if granted, shall be effective no later than the beginning of the first full pay period in the following June.

The aggregate increase granted to employees in an agency in either fiscal year shall not exceed 3.5% of the aggregate salaries of eligible employees.

**Performance-based Payments and Other Incentive Plans.** Each Appointing Authority may adopt a formal plan for the administration of lump sum payment programs for employees covered by this Plan. The plan may include, but is not limited to:

- "achievement award" programs;
- gain-sharing plans;
- productivity incentive plans;
- recognition awards;
- and project bonuses.

Expenditures for such programs are the discretion of the Appointing Authority and subject to the availability of funds. All expenditures shall be in the form of lump sum payments and shall not be incurred as a continuing obligation. The total expenditure for these programs in each fiscal year is limited to no more than \$350 times the number of eligible employees actively employed or on leave and vacancies the Appointing Authority is actively trying to fill on July 1 of the fiscal year. In agencies with three or fewer employees, the total expenditure is limited to no more than \$1,400 in each fiscal year.

**Compensation Policy for Information Technology Classifications.** See Appendix Q.

**Salary on Class Change.** Movement between classes is defined as a promotion, transfer, or demotion in accord with *Administrative Procedure 15.6*.

**Salary on Promotion.** Upon promotion, an employee shall normally receive a salary increase of at least 3.5%. An Appointing Authority may grant a salary increase of up to 12% or to the midpoint of the salary range of the new class, whichever is greater. An agency human resource office with delegated salary authority or an Appointing Authority with advance approval from the Commissioner of Employee Relations may grant a larger increase. No promotional increase shall be granted which would place an employee's rate of pay above the salary range maximum.

If an employee is promoted in accord with M.S. 43A.15, subdivision 5, the increase shall be effective 15 calendar days after receipt in the Department of Employee Relations or an agency human resource office with delegated authority of a request determined by the Department of Employee Relations or the delegated authority to be properly documented and shall continue from that date until the effective date of the appointment. This paragraph does not apply to reallocations resulting from a classification study which includes some or all positions in a class or class series. The Commissioner of Employee Relations or an agency human resource office with delegated authority shall determine when such payment is appropriate. The provisions of this paragraph shall also apply to the incumbents of unclassified positions which are recompared to higher classes.

**Salary on Transfer.** An employee's salary rate shall not be changed upon transfer, except for any increase required to pay the employee at the minimum of the new range or unless the employee voluntarily chooses to accept a lower rate of pay.

**Salary on Demotion for Other than Cause.** Upon demotion, an employee's current rate of pay shall remain the same if the rate falls within the new salary range unless the employee voluntarily chooses to accept a lower rate of pay. If the current rate of pay exceeds the maximum of the new range, it shall be reduced to the maximum of the new range unless a) the employee volunteers to accept a lower rate or b) the demotion is the result of a reallocation to a lower class or c) the demotion is a result of a recomparison of an unclassified position to a lower class as the result of a gradual change in assigned duties or d) the Commissioner of Employee Relations approves a request from the Appointing Authority to pay a rate which exceeds the maximum under the provisions of M.S. 43A.17, subdivision 5.

**Salary on Demotion for Cause.** Upon demotion, an employee shall receive a salary rate within the range for the class to which the employee is demoted.

**Salary on Salary Range Reassignment.** Employees in classifications reassigned upward by one or more salary ranges shall be eligible for salary increases effective with the date of the reassignment. The amount of the salary increase shall be determined by the Appointing Authority but shall not exceed the percentage increase in the salary range maximum resulting from the reassignment and employees' new rates may not exceed the new salary range maximum.

Employees in classifications reassigned downward by one or more salary ranges will retain their current rate of pay.

**Salary on Return from Leave of Absence.** An employee returning from an unpaid leave of absence shall return to the same rate of pay s/he had been receiving at the time the leave commenced plus any non-discretionary adjustments that would have been granted had the employee been continuously employed during the period of absence, or at a higher rate with the approval of the Commissioner of Employee Relations.

**Salary on Failure to Attain Permanent Status.** If a probationary employee fails to attain permanent status in a new class and is returned to his/her former class, the employee's rate of pay shall be adjusted to the rate s/he would be earning had s/he remained in the former class.

**Work Out of Class Pay.** When an employee is assigned in accord with Administrative Procedure 17.1 to perform substantially all of the duties of a temporarily unoccupied position assigned to a higher class and the assignment exceeds 10 consecutive work days, the employee shall receive a salary increase for the assignment in accord with the provisions of "Salary on Promotion" above. An employee working out of class in a transferable or lower class shall receive no salary adjustment.

**Shift Differential.** Effective July 1, 1999, an employee working on an assigned shift which begins before 6:00 a.m. or which ends at or after 7:00 p.m. shall receive a shift differential of \$.60 per hour for all hours worked on that shift. An employee working the regular day schedule who is required to work overtime or who is called back to work for a special project is not eligible for the shift differential. An employee working a shift for which a differential is paid who is required to work overtime shall be paid the sum of his/her overtime rate of pay plus differential. The provisions of this paragraph shall not apply to State Patrol supervisors.

Each Appointing Authority may establish a shift differential policy for insufficient work time employees of his/her agency, which must be approved by the Commissioner of Employee Relations before taking effect.

**Project Labor Rates.** An Appointing Authority may pay an employee in a skilled trades or labor class at a rate not to exceed 170% of the normal maximum for that class if the employee is engaged in a construction project of a short-term and non-recurring nature. Such temporary or emergency employees shall not be employed for more than 66 work days in a 12 month period. These employees shall not receive any of the benefits related to State employment.

**Severance Pay.** An employee shall be entitled to severance pay immediately following separation from State service by reason of:

- mandatory retirement;
- retirement at or after age 65;
- retirement following 10 or more years of continuous State employment with immediate entitlement at the time of retirement to an annuity under a State retirement program;
- death;



- layoff other than seasonal;
- separation other than discharge following 20 or more years of continuous State employment; or
- termination resulting from abolition of an unlimited, unclassified position following 5 or more years of continuous State employment.

Severance pay shall be a sum equal to the employee's regular rate of pay at the time of separation multiplied by 40% of the employee's first 900 hours of accumulated but unused sick leave and 12.5% of the employee's hours in excess of 900.

An employee may choose to:

- be paid in a lump sum at the time of eligible separation;
- arrange for a one-time deferred compensation or tax-sheltered annuity deduction, provided the employee satisfies all requirements of the administrator of the deferred compensation plan or tax-sheltered annuity; or
- a combination of the above.

For budget reasons, an Appointing Authority may elect to distribute the severance payment over a period of up to two years from the date of separation. If the employee dies before all of the severance pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the employee's estate.

If the Commissioner determines that it is feasible, the Commissioner may implement a mechanism to place severance pay in an account to pay a retired employee's health insurance premiums without tax liability.

Should any employee who has received severance pay be subsequently reappointed to State service, eligibility for future severance pay shall be computed upon the difference between the amount of accumulated but unused sick leave restored to the employee's credit at the time the employee was reappointed and the amount of accumulated but unused sick leave at the time of the employee's subsequent eligibility for severance pay.

**Health and Dental Premium Account.** The Employer provides insurance eligible employees with the option to pay for the employee's portion of health and dental premiums on a pretax basis as permitted by law or regulation.

**Medical/Dental Expense Account.** The Employer agrees to allow insurance eligible employees to participate in a medical and dental expense reimbursement program to cover co-payments, deductibles, and other medical and dental expenses or expenses for services not covered by health or dental insurance on a pre-tax basis as permitted by law or regulation, up to a maximum expenditure of \$5,000.00 per calendar year.

**Dependent Care Expense Account.** The Employer provides insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

**Study of Pre-tax Parking/Transit Expense Account.** If the Commissioner determines that it is feasible, the Commissioner may provide employees with the option to participate in a program to pay work-related parking and transit expenses on a pre-tax basis.

**Deferred Compensation.** Each fiscal year, the Employer shall provide a State-paid contribution to the State deferred compensation program as permitted by M.S. 356.24, subd. 1, paragraph 4. The State-paid contribution shall be in an amount matching the employee's contributions on a dollar for dollar basis, not to exceed \$300 per employee. Once each fiscal year, employees may elect to receive either this contribution or the conversion of vacation to deferred compensation as provided in Chapter 4.

**General.** The Appointing Authority may authorize payment of travel and other expenses and reimbursement of special expenses for employees and interns in accord with the provisions of this Chapter, Chapter 8, and Administrative Procedure 4.4 for the effective conduct of the State's business. Such authorization must be granted prior to incurring the actual expenses.

**Privately-Owned Vehicles and Aircraft.** An employee shall be reimbursed for the use of privately-owned vehicles and aircraft under the situations and at the rates specified below. In all cases, mileage must be on the most direct route according to Department of Transportation records.

Situation	Rate Per Mile 7/1/99-6/30/01
• Use of personal automobile when a State-owned vehicle is not available.	Federal IRS mileage reimbursement rate
• Use of personal automobile when a State-owned vehicle is available and declined by the employee.	Federal IRS mileage reimbursement rate less \$.07
• Use of personal van or van-type vehicle specially equipped with a ramp, lift, or other level-changing device designed to provide wheelchair access.	\$0.50
• Use of personal aircraft provided that the employee demonstrates adequate liability coverage under the requirements of M.S. 360.59, subdivision 10, and the Appointing Authority has granted approval for the use of the aircraft.	\$0.45
• Use of personal motorcycle or similar two-wheel motorized vehicle.	\$0.15

In addition to mileage, actual parking fees and toll charges shall be reimbursed. At the sole discretion of the Appointing Authority, employees who normally are not required to travel on state business may be reimbursed for parking at their work location on an incidental basis when they are required to use their personal or a state vehicle for state business and no free parking is provided.

Employees shall not receive mileage reimbursement for commuting between a permanent work location and their home. For each position, the Appointing Authority may designate no more than two permanent work locations, which must be within 35 miles of each other. For purposes of expense reimbursement for trips to temporary work locations, the Appointing Authority shall designate one of the two permanent work locations as the primary location. The Appointing Authority must provide advance written notice of the two locations and the primary location to anyone being appointed to such a position.

When an employee does not report to the permanent work location during the day or makes business calls before or after reporting to the permanent work location, the allowable mileage is: (1) the lesser of the mileage from the employee's residence to the first stop or from his/her permanent work location to the first stop, (2) all mileage between points visited on State business during the day, and (3) the lesser of the mileage from the last stop to the employee's residence or from the last stop to his/her permanent work location.

Employees accepting mobility assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the mobility assignment.

**Other Travel Expenses.** Upon approval of the Appointing Authority, employees in travel status may be reimbursed for expenses described below in the amounts actually incurred not to exceed any maximum amounts specified below.

Where anticipated expenses total at least \$50.00, the Appointing Authority shall advance the employee the amount of the anticipated expenses upon the employee's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the employee shall return the excess within two weeks of return from travel. The Appointing Authority may issue the employee a State-owned credit card in lieu of a travel advance.

Reimbursable expenses may include, but are not limited to, the following:

- Commercial transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class unless authorized by an Appointing Authority; and that reimbursement for travel which includes more than one destination visited for State purposes and non-State purposes shall be in an amount equal to the cost of the air fare only to those destinations visited for State purposes.
- Meals including tax and a reasonable gratuity. Employees shall be reimbursed for meals under the following conditions:
  1. **Breakfast.** Breakfast reimbursements may be claimed if the employee leaves home before 6:00 a.m. or is away from home overnight.
  2. **Lunch.** Lunch reimbursements may be claimed if the employee is in travel status more than 35 miles away from his/her normal office or is away from home overnight.
  3. **Dinner.** Dinner reimbursements may be claimed if the employee cannot return home until after 7:00 p.m. or is away from home overnight.
  4. **Reimbursement Amount.** Except for the metropolitan areas listed below, the maximum reimbursement for meals including tax and gratuity shall be:

Breakfast	\$ 7.00
Lunch	9.00
Dinner	15.00

For the following metropolitan areas, the maximum reimbursement shall be:

Breakfast	\$ 8.00
Lunch	10.00
Dinner	17.00

The metropolitan areas are:

Atlanta	Detroit	New York City
Baltimore	Hartford	Philadelphia
Boston	Houston	Portland, Oregon
Chicago	Kansas City	St. Louis
Cleveland	Los Angeles	San Diego
Dallas	Miami	San Francisco
Denver	New Orleans	Seattle
		Washington, D.C.

See Appendix O for details related to the boundaries of the above-mentioned metropolitan areas. The higher meal reimbursement rates also include any location outside the 48 contiguous United States.

Employees who are in travel status for two or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

- Hotel and motel accommodations provided that employees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.
- All work-related long distance telephone calls provided that the employee does not have a State telephone credit card or is unable to bill the call to the office telephone number.
- Actual personal telephone call charges. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by \$3.00.
- Reasonable costs of dry cleaning and laundry services, not to exceed \$16.00, each week after the first week an employee is in continued travel status.
- Reasonable costs and gratuities for baggage handling.
- Parking fees and toll charges.

**Receipts.** The Appointing Authority may require receipts for any reimbursement requested by an employee under the provisions of this or any other chapter in this Plan.

**Uniforms.** If an Appointing Authority requires an employee to wear a uniform, the Appointing Authority shall supply the initial uniform and the employee shall be responsible for the maintenance of the uniform.

**General Eligibility.** An employee may be reimbursed for relocation expenses only if the employee obtains prior authorization from the Appointing Authority before incurring any reimbursable expenses and only if the employee completes the change of residence within 12 months of the date of appointment or reassignment. The Appointing Authority may approve time extensions in individual situations.

The Appointing Authority and the employee are expected to reach a clear understanding of the relocation expense reimbursement available to the employee before the employee incurs any expenses. The Appointing Authority and the employee shall meet once every 30 calendar days in order to review the employee's progress toward completion of the relocation process as well as actual and anticipated expense claims.

**Mandatory Reimbursement.** An Appointing Authority shall reimburse an employee up to \$12,500 in relocation expenses as provided in this Chapter if one of the following applies:

- the Appointing Authority requires a change of residence as a condition of employment; or
- a move is incurred as the result of reassignment more than 35 miles from the employee's present work location; or
- a move to a new position more than 35 miles from the employee's present work location is incurred as the result of the application of the layoff provisions of Chapter 10.

An Appointing Authority may authorize payment of more than \$12,500 in individual situations.

**Discretionary Reimbursement.** An Appointing Authority may reimburse an employee for relocation expenses incurred as the result of a work-related move, of more than 35 miles from the employee's present work location in situations other than those listed above under Mandatory Reimbursement. The Appointing Authority shall determine the types and total amount of expenses to be reimbursed, within the provisions of this Chapter.

**Covered Expenses.** Reimbursable expenses may include, but are not limited to, the following:

- Realtor's fees on the domicile being sold by the employee or fees required to break a lease on the employee's rented domicile.

- The cost of packing, moving and short-term storage of household goods, subject to the receipt of bids as required by the Procurement Division of the Department of Administration and to the approval of the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods. Neither the State of Minnesota nor any of its agencies shall be responsible for the loss nor damage to any employee's household goods nor personal effects.
- Documented miscellaneous expenses directly related to the move. Such expenses include, but are not limited to, the cost of disconnecting and reconnecting appliances and/or utilities (including the modification of existing gas or electrical service to accommodate the employee's existing appliances); fees related to the purchase or sale of a residence (including, but not limited to, attorney's fees, loan origination fees, abstract fees, title insurance premiums, appraisal fees, credit report fees, and government recording and transfer fees); fees for inspections or other services required by state law or local ordinance; the cost of insurance for property damage during the move; the cost of moving up to two automobiles; or other direct costs associated with the rental or purchase of a new residence.

Reimbursable miscellaneous expenses do not include, among others, rental of the employee's permanent residence, costs of improvements to either the old or the new home, real estate taxes, mortgage interest differential, points, assessments, homeowner association fees, homeowner's or renter's insurance, mortgage insurance, hazard insurance, automobile or driver's license reissue fees, utility or other refundable deposits, long-term boarding of pets and the purchase of new furnishings or personal effects.

- The cost of moving a mobile home if the mobile home is the employee's primary residence.
- Temporary living expenses for the employee under the provisions of Chapter 15, Expense Reimbursement, using one of the following options, which shall be chosen by the Appointing Authority after consultation with the employee.

Option 1: Reimbursement for travel expenses, including meals and mileage, for travel between the old and new work locations on a daily basis for up to 90 days or until the date of the move to a new permanent work location, whichever comes first, or

Option 2: Reimbursement for actual lodging, meal and other standard travel expenses at the new work location and the cost of return trips to the old work location once a week, for a period ending when the employee moves into his/her new permanent residence, or 90 calendar days after the effective date of the appointment making the employee eligible for relocation, or on a date specified by the Appointing Authority, whichever comes first, or

Option 3: Reimbursement for actual lodging, meal and other standard travel expenses at the new location and the cost of return trips to the old work location once a week until the employee moves into his/her new residence, not to exceed an amount established by the Appointing Authority. The Appointing Authority shall not establish an amount that exceeds the cost of 90 days of reimbursement for meals and reasonable lodging. Reimbursement shall be on the basis of receipts for actual expenses.

Employees may receive reimbursement for expenses under more than one of these options during one relocation with the prior approval of the Appointing Authority, as long as only one option applies to any one week of relocation status. The Appointing Authority may extend the period of reimbursement up to an additional 90 days.

Employees receiving reimbursement for temporary living expenses under either Option 2 or Option 3 may be reimbursed for the short-term rental of an apartment, house or other residence instead of reimbursement for hotel or motel room rental, with the approval of the Appointing Authority, provided that the rental rate for the alternative housing is less than or comparable to hotel or motel rates and provided that the rental residence is available to all potential renters. When reviewing requests for rental of alternative short-term housing, Appointing Authorities may take into account the lower cost of groceries for the employee compared to reimbursement for restaurant meals.

Employees receiving reimbursement under Options 2 or 3 shall not receive reimbursement for daily commuting to work from the temporary residence, however, they may be reimbursed for "local miles" driven while searching for a new residence.

- Travel expenses for the employee's spouse to travel twice between the old and new work locations prior to the time of the move, including meals, mileage and lodging, not to exceed a total of seven calendar days.
- Travel expenses for the employee's family from the old work location to the new work location at the time of the move, consistent with the provisions of Chapter 15 on Expense Reimbursement.
- At the option of the Appointing Authority, up to \$750.00 for employment assistance provided to the employee's spouse by an outside job placement agency or resume preparation service, if the spouse was employed in the origin city at the time of the relocation. Services include:
  - skills assessment;
  - resume preparation;
  - coaching in interview techniques;
  - job placement assistance.



**Appointing Authority Home Purchase.** When circumstances warrant and when the Appointing Authority and the Commissioner of the Department of Employee Relations agree that it is in the best interest of the State, an Appointing Authority may purchase for resale the current residence of a relocating employee or enter into a contract with a private company, the Minnesota Department of Transportation, or the Minnesota Department of Administration to provide the assured sale of the residence. The Appointing Authority shall bear all financial responsibility arising out of its respective employee relocation transactions including the costs incurred for contract services.

**Rental Rates.** An Appointing Authority shall not require an employee to pay rent when occupying a State-owned residence as a condition of employment. An employee who is not required by the Appointing Authority to live in a State-owned residence as a condition of employment shall pay the rental rate established by the Commissioner of Administration.

In the event the Appointing Authority requires an employee to vacate a State-owned residence, the employee shall be given not less than 6 calendar months in which to find alternate housing, except in instances where the employee leaves employment with the Appointing Authority, or accepts another position in State service not requiring housing in a State-owned residence.

**Utilities and Repairs.** The employee shall pay for utilities unless the Appointing Authority requires an employee to maintain an office in the State-owned residence, in which case, the Appointing Authority shall determine and pay a prorated share of the utilities costs related to the operation of the office.

The employee occupying the residence shall be responsible for routine maintenance. Necessary decorating, painting, and repairs shall be done by the State at no cost to the employee. The employee shall not alter any plumbing, wiring, or any roof, wall, or partition without express written approval from the Appointing Authority working within guidelines of the Department of Administration's Real Estate Management Division. The employee may be held responsible for alteration or damage beyond ordinary wear.

**Safety Promotion.** The Employer is accountable for ensuring that all departments and agencies in the executive branch establish and maintain effective health and safety programs for State workers. It ensures that these programs meet minimum Employer standards and maintain compliance with federal, state, and local regulations. In coordinating a consistent approach to occupational health, safety, and the management of workers' compensation throughout State service, the Employer provides guidance to State agencies by setting achievable statewide goals and policies, assists in the development and delivery of departmental programs, administers workers' compensation claims, identifies health and safety resources, and designs effective training programs.

The Employer will strive to meet this responsibility and will continue to improve our Health and Safety Program wherever possible to reduce and eliminate hazards at every opportunity.

The employee's personal health and safety depend primarily on the employee. Safety is acquired through constant attention to good work practices and the application of good, common sense.

**Protective Equipment.** The Appointing Authority shall provide and maintain protective equipment or clothing, including safety glasses, safety helmets, and safety vests whenever such equipment is required as a condition of employment by State or Federal regulation. Employees not covered by a collective bargaining agreement because of the limited duration of their employment will be required to provide their own protective footwear, where such is required, as a condition of employment.

**Medical Examinations.** If required by the Appointing Authority as part of general health and safety programs or to comply with State and Federal health and safety requirements, medical examinations shall be provided at no cost to the employee. The Appointing Authority shall receive a copy of the medical report.

**Work-Related Injuries.** An employee who is injured or who is involved in an accident during the course of his/her employment shall report the accident to his/her immediate supervisor as soon as possible after the injury or accident occurs.

**VDT/CRT Operations.** Employees operating VDT or CRT equipment for a continuous period of four hours shall be given a five minute rest period or an alternative work assignment for at least five minutes, in addition to normal meal and rest periods.

Any pregnant employee assigned to operate a VDT/CRT may request reassignment to alternate work within her department. The Appointing Authority will attempt to accommodate such a request. In the event that such reassignment is not practicable, the employee shall have the right to request an unpaid leave of absence.

**Injured-on-Duty Pay.** An employee who incurs a disabling injury in the ordinary course of employment may be eligible for injured-on-duty pay. Such injury must be the direct result of an aggressive, criminal and/or intentional and overt act of a person or be incurred while attempting to apprehend or take into custody such person. To be eligible for such pay, an employee shall have been acting in a reasonable and prudent manner in compliance with established policies and procedures of the Appointing Authority when the injury was incurred.

This language is not intended to cover situations of employee-on-employee violence. However, there may be exceptions when the injury is incurred as part of performing one's job duties; for example, a licensed police officer injured while apprehending an employee would receive injured on duty pay if injured by the intentional act of that employee.

An eligible employee shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation. Such injured-on-duty pay shall not exceed an amount equal to 240 times the employee's regular hourly rate of pay per disabling injury, and shall not affect the employee's regular accrued vacation, sick leave, or overtime credits.

The provisions of this Chapter shall also apply to Natural Resources Enforcement Supervisors in the Department of Natural Resources and Lieutenants, Majors, and Captains in the State Patrol if the disabling injury is the direct result of performing assigned duties involving enforcement, investigation or assistance.

**Other Job-Related Injuries.** An employee incurring an on the job injury shall be paid his/her regular rate of pay for the remainder of the scheduled work day without deduction from vacation or sick leave accruals. An employee who incurs a compensable illness or injury and receives workers' compensation benefits may elect to use accumulated vacation leave, sick leave, and/or compensatory time, during an absence resulting from an injury or illness for which a claim for workers' compensation is made or while an award of benefits is pending. Such leave may be used on the following basis:

- The employee retains the workers' compensation benefit check and receives payments from sick leave, vacation leave and/or compensatory time in an amount which will total his/her regular gross pay for the period of time involved provided that the total rate of compensation shall not exceed the regular compensation of the employee (M.S. 176.021, subdivision 5). Employees shall notify the Appointing Authority in writing of whether and how they wish to supplement their workers' compensation check through use of sick leave, vacation leave and/or compensatory time. Sick leave must be exhausted before vacation leave or compensatory time is used.

- Alternatively, the employee retains the workers' compensation benefit check and takes an unpaid medical leave during the time s/he is unable to work.
- An employee shall return from medical leave as provided in Chapter 6 upon appropriate release from workers' compensation status provided the employee is able to perform the work satisfactorily and safely as determined by competent medical authority.

**Vacation and Sick Leave Accruals.** An eligible employee receiving workers' compensation benefits supplemented by vacation leave, sick leave, and/or compensatory time shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, vacation leave, and compensatory time. An employee on unpaid medical leave does not accrue vacation or sick leave.

**Insurance.** For employees who are off the State payroll due to a work-related injury or disability, benefits provided under Chapter 13 of this Plan shall continue as long as the employee is receiving workers' compensation payments or is using medical leave.

**Purpose.** The Employer has an obligation to provide reasonable accommodation to individuals qualified under the Americans with Disabilities Act (ADA) and to place employees returning from workers' compensation injuries. The Appointing Authority shall provide these reasonable accommodations in a fair and equitable manner.

**Process.** While, considering employee requests for accommodation, the Appointing Authority shall review other options, including, but not limited to, equipment purchase or modification, accessibility improvement, and scheduling modifications and/or restructuring of current positions and duties.

**Early Retirement Incentives Approved by the Commissioner of Employee Relations.** At the request of an agency head, the commissioner may provide an early retirement incentive for certain employees. In order to be eligible for the early retirement incentive, the employee must be eligible to retire prior to age 65 and (1) employed in programs that are being permanently eliminated or reduced due to changes in federal or state policies and practices, or (2) employed by the same department in which such programs are being eliminated or reduced and occupying a position that will be refilled by an employee who would otherwise be involuntarily terminated. For purposes of this paragraph, a person retires when the person terminates active employment in State service and applies for a retirement annuity.

Early retirement incentives may be offered for a period of time specified in the commissioner's response to the agency request. The retirement incentive may only include the state-paid hospital, medical and dental benefits to which the employees were entitled at the time of retirement, subject to any changes in benefits or coverages for employees in positions equivalent to those from which they retired. Eligibility for the state-paid contribution to the insurance premiums must cease at the end of the month in which the employee turns 65, chooses not to receive an annuity, or is eligible for Employer-paid health or dental insurance from a new employer, whichever occurs first. Receipt of early retirement insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State portion of the insurance premium. An incentive plan may specify other conditions for continuation of the State-paid contribution.

**State Patrol and DNR Enforcement Supervisors.**

**Eligibility.** This incentive is available to State Patrol Lieutenants, Captains and Majors and DNR Enforcement Supervisors in classes covered by Appendix N.

- A. **Early Retirement Incentive.** Any employee who attains the age of 55 after the effective date and before the expiration date of the Plan and who is covered by the State Patrol Retirement Fund and who is eligible for an annuity may elect either during the pay period in which his/her fifty-fifth birthday occurs or during the pay period in which his/her next anniversary date occurs, to take advantage of the early retirement incentive. Anniversary date, for this purpose, means the date upon which the employee completes his/her next year of service.

For an employee who elects to exercise the option to retire early, the Employer shall pay the full Employer contribution, in the amount specified in Chapter 13, toward health and dental insurance coverage for the employee and his/her dependents until the employee reaches age 65; provided that on the employee's fifty-fifth birthday the Employer is paying the full Employer contribution for health and dental coverage, or that the employee is on an unpaid leave of absence which began not more than six months

prior to his/her fifty-fifth birthday and during which the employee continued to be covered by the group insurance program under Chapter 13 by paying the premiums for such coverage. The post-retirement health and dental insurance coverage provided to the employee under this section shall be that coverage which the employee was receiving as of the date of retirement, subject to any changes in coverages specified in this or any subsequent Plan.

- B. **Pre-Fifty-Five Early Retirement Incentive.** Any employee who retires after July 1, 1997, and at or after age 50 and before age 55, and who is covered by the State Patrol Early Retirement Plan may opt to take advantage of the pre-fifty-five early retirement incentive.

Notwithstanding any changes in coverage in accordance with this Plan, the Employer contribution for the pre-fifty-five early retirement incentive shall be equal to 120 times the amount of the monthly Employer contribution applicable to that employee at the time of his/her retirement, divided by the number of months from the date of retirement until the employee attains the age of 65.

#### **Corrections Personnel.**

- A. **Early Retirement Incentive.** Any employee who attains the age of 55 after the effective date and before the expiration date of this Plan and who is covered by the Correctional Employees Retirement Plan and who is eligible for an annuity may elect during the pay period in which his/her fifty-fifth birthday occurs to take advantage of the early retirement incentive.

For an employee who elects to exercise the option to retire early, the Employer shall pay the full Employer contribution, in the amount specified in Chapter 13, toward health and dental insurance coverage for the employee and his/her dependents until the employee reaches age 65; provided that on the employee's fifty-fifth birthday the Employer is paying the full Employer contribution for health and dental coverage, or that the employee is on an unpaid leave of absence which began not more than six months prior to his/her fifty-fifth birthday and during which the employee continued to be covered by the group insurance program under Chapter 13 by paying the premiums for such coverage. The post-retirement health and dental insurance coverage provided to the employee under this section shall be that coverage which the employee was receiving as of the date of retirement, subject to any changes in coverages specified in this or any subsequent Plan.

- B. **Pre-Fifty-Five Early Retirement Incentive.** Any employee who retires after July 1, 1997, and at or after age 50 and before age 55, and who is covered by the Correctional Employees Retirement Plan may opt to take advantage of the pre-fifty-five early retirement incentive.

Notwithstanding any changes in coverage in accordance with this Plan, the Employer contribution for the pre-fifty-five early retirement incentive shall be equal to 120 times the amount of the monthly Employer contribution applicable to that employee at the time of his/her retirement, divided by the number of months from the date of retirement until the employee attains the age of 65.



**Transportation - Pilot and Chief Pilot.** A person who is employed by the Department of Transportation in the classification of Pilot or Chief Pilot is eligible upon retirement for the early retirement incentive if the Pilot or Chief Pilot:

1. Is covered by the general employee retirement plan under Section 352.01, subdivision 23; and
2. Elects special retirement coverage under Section 352.86, subdivision 3; and
3. Is prohibited from performing the duties of Pilot or Chief Pilot after reaching age 62 by a rule adopted by the Commissioner of Transportation; and
4. Terminates employment as a State employee on reaching age 62.

These employees shall receive the State-paid portion of health and dental insurance benefits for themselves and their dependents until the employees attain the age of 65. Employees exercising this option must be eligible for insurance coverage under the provisions of Chapter 13 but shall be provided with health and dental insurance coverage which the employee was entitled to at the time of retirement, subject to any changes in coverage in accordance with this or any subsequent Plan.

**"Actively at Work"** means that an employee is in active payroll status and not using paid or unpaid leave.

**"A.D.A."** means the Americans with Disabilities Act, a Federal law intended to prohibit the specific forms of discrimination that people with disabilities face.

**"Administrative Procedures"** means the Administrative Procedures of the Department of Employee Relations developed in accord with M.S. 43A.04, subdivision 4.

**"Advisory Testing"** means a process used to determine an employee's qualifications in some transfer, demotion and/or layoff situations. An employee may be authorized to advisory test for transfer and demotion even though the exam is not currently open for application.

**"Agency"** means a department, commission, board, institution, or other employing entity of the civil service, in which all positions are under the same appointing authority.

**"Appointing Authority"** means a person or a group of persons empowered by the Constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.

**"Appointment"** means the act of filling a civil service position.

**"Change in Allocation"** means reclassification resulting from abrupt, management-imposed changes in the duties and responsibilities of a position. See Chapter 8.

**"Class" or "Classification"** means one or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.

**"Classified Service"** means all positions now existing or hereafter created in the civil service and not specifically designated unclassified pursuant to M.S. 43A.08 or other enabling legislation. See also "Unclassified Service."

**"Commissioner"** means the Commissioner of Employee Relations unless otherwise specified.

**"Comparable Class"** means a class which is a transfer from the employee's current class. See "Transfer".

**"Competitive Open Eligible List"** means a list of candidates who passed the exam for a class where the exam was open for application to both state employees and the public. Usually maintained for one year.

**"Competitive Promotional Eligible List"** means a list of candidates who passed the exam for a class where the exam was open for application to current state employees only. Promotional exams may be open to all state employees or only employees of a particular agency. All state employees, except emergency and intern appointees, are eligible for promotional exams. Lists are usually maintained for two years.

**"Confidential Employee"** means a state employee whose work involves access to information subject to use in collective bargaining or participation in collective bargaining. These employees are not represented.

**"Delegated Authority"** means the responsibility and accountability given to an agency by the Department of Employee Relations to perform certain classification, compensation, examination or appointment functions. This authority varies from agency to agency.

**"Demotion"** means the downward movement of an employee to a different class which has a maximum salary that is two or more salary steps below the maximum of the current class.

**"Department"** means the Department of Employee Relations unless otherwise specified.

**"E.A.P."** means the Employee Assistance Program, a service available to all state employees, which provides assistance and referral for a variety of situations including emotional, financial, family, and chemical dependency problems.

**"Eligible List"** means a list of candidates qualified for appointment to a class as provided in M.S. 43A.10-43A.14.

**"Emergency Employee"** means an employee who is appointed for no more than 45 aggregate work days in any 12 month period for any single Appointing Authority.

**"Employer"** means, for employees of the Executive Branch and the three retirement systems, the Department of Employee Relations.

**"Employment Condition"** means any limitation on full-time, unlimited employment caused by the number of hours of work and the appointment status assigned to an employee. Hours of work may be full-time, part-time, or intermittent. Appointment status may be unlimited, limited temporary, limited emergency, or seasonal.

**"F.M.L.A."** means the Family and Medical Leave Act, a Federal law mandating up to 12 weeks of job protected leave to eligible employees for certain family and/or medical reasons consistent with the Act, relevant State law and this plan. For more information, see the Statewide Policy on FMLA.

**"Full-time Employee"** means an employee who is normally scheduled to work an average of 80 hours per pay period.

**"Garrity Warning"** means a warning given to an employee by an employer during an employment investigation that requires the employee to either provide information or be disciplined or discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

**"Health Treatment Professional"** means an employee in the Health Treatment Bargaining Unit or an employee whose position has been assigned to that bargaining unit but who is not covered under the provisions of a collective bargaining agreement and who is not a Medical Specialist.

**"Initial Entry"** means an individual's first appointment to State service.

**"Initial Probationary Period"** means the first probationary period served by an employee upon entry to the classified service (see Probationary Period).

**"Insufficient Work Time Employee"** means an employee who works less than 14 hours per week or less than 67 days in any calendar year. See Chapter 1.

**"Intermittent Employee"** means an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.

**"Lower Class"** means a class which is a demotion from the employee's current class. See "Demotion."

**"Mobility Assignment"** means a voluntary, limited assignment of a classified employee to alternative duties within another state agency, governmental jurisdiction, or private employer, under Administrative Procedure 1.1. See Chapter 8.

**"M.S."** means the Minnesota Statutes.

**"Organizational Unit"** means a subdivision of an agency established under the provisions of Chapter 10 of this Plan.

**"Pay Period"** means the two week period of time beginning on a specified Wednesday and ending on the second Tuesday following, which is used for calculating each employee's wages for that two week period.

**"Payroll Status"** means that an employee is receiving payment for hours worked or for hours on an approved paid leave.

**"Part-time Employee"** means an employee who is normally scheduled to work on a regular and recurring schedule of less than 80 hours in a pay period.

**"Permanent Status"** means the state or condition achieved by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement or reemployment, or whose probationary period is waived through specific statutory direction.

**"Probationary Period,"** part of the examination process, means a working period following unlimited appointment to a position in the classified service, during which the employee is required to demonstrate ability to perform the duties and fulfill the responsibilities of the position. See Chapter 7.

**"Promotion"** means the upward movement of an employee to a different class which has a salary range maximum which is two or more salary steps higher than the maximum of the current class or which requires an increase of two or more steps to pay the employee at the minimum of the new range.

**"Provisional"** means an appointment in accord with M.S. 43A.15, subdivision 4, when there is an urgent reason for filling a vacancy and there are no suitable or available candidates for appointment. Provisional appointments may not last longer than a maximum of 12 months except for persons provisionally appointed to physician positions or other positions requiring licensure or certification.

**"Reallocation"** means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position. See Chapter 8.

**"Reassignment"** means the management-directed movement of an employee between two positions in the same class and agency.

**"Recall"** means the reappointment of an employee from a layoff list. See Chapter 10.

**"Reclassification"** means changing the assignment of a position to a higher, lower, or comparable class. See Chapter 8.

**"Recomparison"** means a change in the classification to which a vacant or occupied position in the unclassified service is compared (allocated). The new job class may be higher, lower, or equal, but the position and incumbent, if any, remain unclassified.

**"Reemployment"** means appointment from the reemployment list of a current or former permanent or probationary employee laid off, demoted in lieu of layoff, or separated in good standing from a class, whose written application for consideration for reemployment in the class has been approved by DOER. An employee must apply for reemployment within 4 years of separation from a class.

**"Reinstatement"** means the appointment of a former permanent or probationary employee to a class within four years of the employee's separation from the class.

**"Related Classes"** means those classes which are similar in nature and character of work performed and which require similar qualifications.

**"Seasonal Employee"** means an employee appointed for no more than 10 months during any 12 consecutive months but who is expected to return to work year after year.

**"Student Worker"** means an unclassified employee in accord with M.S. 43A.08, subdivision 1(16), who is currently enrolled in an educational institution while working part-time or full-time. Student workers differ from interns in that they are not working to fulfill an academic requirement or to receive academic credit.

**"Temporary Employee"** means an employee who is appointed in accord with M.S. 43A.15, subdivision 3, with a definite ending date. A temporary appointment may not exceed a total of 12 months in any 24 month period in any one agency.

**"Tennessee Warning"** means an explanation required under M.S. 13.04 of the Data Practices Act when someone is asked to supply private or confidential data to a state agency. The warning must identify: (a) the purpose and intended use of the data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any consequence arising from supplying/refusing to supply the data; and (d) the identity of persons authorized by law to receive the data.

**"Transfer"** means the lateral movement of an employee to a position in: 1) the same class in a different agency or organizational unit, or 2) a different class assigned to the same salary range, or 3) a different class with a salary range maximum less than 2 steps higher than the maximum of the current class and where the employee's current salary is less than 2 steps below the minimum of the new class. A transfer to a different class may occur within an agency or organizational unit or between two different agencies or organizational units. Reassignment of an employee does not constitute a transfer.

**"Unclassified Service"** means all positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this Plan; and may be terminated at will.

**"Unlimited"** means an appointment or position is ongoing and has no specified duration.

**"U.S.C."** means the United States Code.

(Refer also to the definitions contained in M.S. 43A.02 or in Personnel Rules 1983, Rule 3900.0400.)

*B*

Vacation Leave

Proration Schedule

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Commissioner’s Plan

Except Health Treatment Professionals

Length of Service Requirement

No. Hours Worked/Paid During Pay Period**	0 through 5 years	After 5 through 8 years	After 8 through 12 years	After 12 through 18 years	After 18 through 25 years	After 25 through 30 years	After 30 years
Less than 9.5	0	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1	1.25	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	1.50	2	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	2	2.50	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	2.50	3.25	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	3	3.75	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	3.50	4.50	6.25	6.75	7	7.50	8
At least 79.5	4	5	7	7.50	8	8.50	9

## Health Treatment Professionals

### Length of Service Requirement

No. Hours Worked/Paid During Pay Period**	0 through 5 years	After 5 through 8 years	After 8 through 10 years	After 10 through 18 years	After 18 through 25 years	After 25 years
Less than 9.5	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1.50	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	2.25	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	3	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	3.75	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	4.50	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	5.25	6.25	6.75	7	7.50	8
At least 79.5	6	7	7.50	8	8.50	9

\*\*For purposes of this Appendix, "hours worked/paid" means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in "hours worked/paid" based on the number of hours worked, not the number of hours compensated.



C

*Sick Leave  
Proration Schedule*

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Number of Hours Worked/Paid During Pay Period**	Number of Hours Accrued
Less than 9.5	0
At least 9.5, but less than 19.5	.75
At least 19.5, but less than 29.5	1
At least 29.5, but less than 39.5	1.50
At least 39.5, but less than 49.5	2
At least 49.5, but less than 59.5	2.50
At least 59.5, but less than 69.5	3
At least 69.5, but less than 79.5	3.50
At least 79.5	4

\*\*For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in “hours worked/paid” based on the number of hours worked, not the number of hours compensated.

*D*

*Holidays*

Eligible employees who normally work less than full-time shall have their holiday pay prorated on the following basis:

Hours That Would Have Been Worked During The Pay Period Had There Been No Holiday	Holiday Hours Earned For Each Holiday in the Pay Period
Less than 9½	0
At least 9½ but less than 19½	1
At least 19½ but less than 29½	2
At least 29½ but less than 39½	3
At least 39½ but less than 49½	4
At least 49½ but less than 59½	5
At least 59½ but less than 69½	6
At least 69½ but less than 72	7
At least 72	8

# *E                      Low Cost Health Plan by County - 2000 Insurance Year*

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<b>County</b>	<b>Low-Cost Health Plan</b>	<b>County</b>	<b>Low-Cost Health Plan</b>
Aitkin	State Health Plan	Marshall	State Health Plan
Anoka	State Health Plan Select	Martin	State Health Plan
Becker	State Health Plan Select	Meeker	State Health Plan Select
Beltrami	State Health Plan Select	Mille Lacs	PreferredOne
Benton	State Health Plan Select	Morrison	HealthPartners Classic
Big Stone	PreferredOne	Mower	State Health Plan
Blue Earth	State Health Plan Select	Murray	State Health Plan
Brown	PreferredOne	Nicollet	State Health Plan Select
Carlton	First Plan Select	Nobles	State Health Plan
Carver	State Health Plan Select	Norman	State Health Plan Select
Cass	State Health Plan Select	Olmsted	State Health Plan Select
Chippewa	State Health Plan Select	Otter Tail	State Health Plan
Chisago	State Health Plan Select	Pennington	State Health Plan Select
Clay	State Health Plan Select	Pine	State Health Plan Select
Clearwater	State Health Plan Select	Pipestone	PreferredOne
Cook	State Health Plan	Polk	State Health Plan Select
Cottonwood	State Health Plan	Pope	State Health Plan Select
Crow Wing	State Health Plan Select	Ramsey	State Health Plan Select
Dakota	State Health Plan Select	Red Lake	State Health Plan Select
Dodge	State Health Plan Select	Redwood	State Health Plan Select
Douglas	PreferredOne	Renville	State Health Plan Select
Faribault	State Health Plan Select	Rice	PreferredOne
Fillmore	State Health Plan Select	Rock	State Health Plan
Freeborn	State Health Plan	Roseau	State Health Plan Select
Goodhue	PreferredOne	St. Louis	State Health Plan Select
Grant	PreferredOne	Scott	State Health Plan Select
Hennepin	State Health Plan Select	Sherburne	State Health Plan Select
Houston	State Health Plan Select	Sibley	PreferredOne
Hubbard	State Health Plan Select	Stearns	State Health Plan Select
Isanti	PreferredOne	Steele	State Health Plan Select
Itasca	First Plan Select	Stevens	PreferredOne
Jackson	PreferredOne	Swift	State Health Plan Select
Kanabec	State Health Plan Select	Todd	State Health Plan Select
Kandiyohi	State Health Plan Select	Traverse	PreferredOne
Kittson	State Health Plan	Wabasha	HealthPartners
Koochiching	State Health Plan Select	Wadena	State Health Plan
Lac Qui Parle	State Health Plan Select	Waseca	State Health Plan Select
Lake	First Plan Select	Washington	State Health Plan Select
Lake of the Woods	State Health Plan Select	Watsonwan	State Health Plan
Le Sueur	State Health Plan Select	Wilkin	State Health Plan Select
Lincoln	PreferredOne	Winona	State Health Plan Select
Lyon	State Health Plan Select	Wright	State Health Plan Select
McLeod	PreferredOne	Yellow Medicine	State Health Plan Select
Mahnomen	State Health Plan Select	Out of State	State Health Plan

# ***F***                      ***Salary Range Assignments***

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Classes listed in this Appendix are those which are unique to this Plan or the majority of the incumbents are covered by the Plan. Salary ranges for other classes which have positions covered both by this Plan and a collective bargaining agreement are those listed in the appendices of the appropriate collective bargaining agreements.

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>JULY 1999 GRID #</b>	<b>JULY 2000 GRID #</b>	<b>COMP CODE</b>
008621	APPEALS COURT ATTORNEY	N14-D	N14-G	08L
000095	ATTORNEY 1	N14-D	N14-G	14L
000096	ATTORNEY 2	N14-D	N14-G	16L
002583	BENEFITS SPECIALIST	N14-D	N14-G	06L
002782	CHIEF CLASSIFICATION ANALYST	N14-D	N14-G	16L
002783	CHIEF EXAMINATION ANALYST	N14-D	N14-G	17L
002312	COMPENSATION ATTORNEY	N14-D	N14-G	16L
002313	COMPENSATION ATTORNEY PRINCIPAL	N14-D	N14-G	20L
002364	COMPENSATION PROGRAM ANALYST	N14-D	N14-G	17L
000228	DENTIST	N14-D	N14-G	27L
003379	DIR SAFETY & HEALTH	N16-F	N16-D	21K
002915	EMPLOYEE BENEFITS ANALYST SUPV	N16-F	N16-D	21K
002961	EMPLOYEE INSURANCE SYST SUPV	N16-F	N16-D	20K
008517	EXAMINATION MONITOR 1	NEX-A	NEX-A	01B
008518	EXAMINATION MONITOR 2	NEX-A	NEX-A	02B
008591	EXAMINATION MONITOR 3	NEX-A	NEX-A	03B
002692	LABOR RELATIONS REP PRINCIPAL	N14-D	N14-G	20L
002483	LABOR RELATIONS REP SENIOR	N14-D	N14-G	14L
002482	LABOR RELATIONS REPRESENTATIVE	N14-D	N14-G	10L
002079	LEG AUDIT DIRECTOR	N16-F	N16-D	23K
001624	LEG AUDIT PROG EVAL SPEC INT	N14-D	N14-G	10L
001324	LEG AUDIT PROG EVAL SPEC PRINC	N16-F	N16-D	23K
001323	LEG AUDIT PROG EVAL SPEC SR	N14-D	N14-G	15L
003480	LEG AUDIT TEAM LEAD	N14-D	N14-G	16L
002078	LEG AUDITOR PRINCIPAL	N16-F	N16-E	20L
002077	LEG AUDITOR SENIOR	N14-D	N14-G	12L
002076	LEG AUDITOR STAFF	N14-D	N14-G	07L
000075	MEDIATOR	N14-D	N14-G	20L
002341	NR ENFORCE INTERNAL AFFAIR OFF	N1-C	N1-C	17H
003111	NR ENFORCEMENT ASST SUPV	N1-C	N1-C	19H
003209	NR ENFORCEMENT AVIATION SUPV	N1-C	N1-C	17H
002675	NR ENFORCEMENT SUPERVISOR	N1-C	N1-C	20H
001749	NR SPEC 3 (CO AREA SUPV)	N1-C	N1-C	17H
002956	NR SPEC 4 (CO SPECIAL INVEST)	N1-C	N1-C	20H
002366	PERSONNEL AIDE SENIOR SUPV	N16-F	N16-D	07K
000499	PERSONNEL DIRECTOR 1	N16-F	N16-D	17K
000500	PERSONNEL DIRECTOR 2	N16-F	N16-D	20K
000498	PERSONNEL OFFICER	N14-D	N14-G	05L
001423	PERSONNEL OFFICER SENIOR	N14-D	N14-G	08L
002368	PERSONNEL OFFICER SENIOR SUPV	N16-F	N16-D	12K

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>JULY 1999 GRID #</b>	<b>JULY 2000 GRID #</b>	<b>COMP CODE</b>
000652	PERSONNEL REPRESENTATIVE	N14-D	N14-G	13L
000653	PERSONNEL REPRESENTATIVE SR	N14-D	N14-G	14L
001547	PERSONNEL SERVICES SUPV 1	N16-F	N16-D	20K
002781	PERSONNEL SERVICES SUPV 2	N16-F	N16-D	22K
003109	PERSONNEL TRANSACTIONS SUPV	N16-F	N16-D	13K
003107	PERSONNEL TRANSACTIONS TECH SR	N7	N7	64M
000367	PHARMACIST	N14-D	N14-G	20I
002040	PHARMACIST CLINICIAN	N14-D	N14-G	19L
001883	PHARMACIST SENIOR	N14-D	N14-G	24I
001677	PHARMACY CONSULTANT	N14-D	N14-G	18L
001347	PHARMACY SURVEYOR	N14-D	N14-G	21L
003551	PHYSICIAN ASSISTANT	N14-D	N14-G	19L
001730	PILOT	N14-D	N14-G	18L
001731	PILOT CHIEF	N16-F	N16-D	25K
003538	PODIATRIST	N14-D	N14-G	28L
000573	PUBLIC HEALTH PHYSICIAN 1	N14-D	N14-G	21L
003069	REEMPLOY COMP JUDGE	N14-D	N14-G	16L
002687	SAFETY ADMINISTRATOR	N14-D	N14-G	14L
007993	STATE PATROL CAPTAIN	N16-A	N16-A	31E
007992	STATE PATROL LIEUTENANT	N16-A	N16-A	30E
007994	STATE PATROL MAJOR	N16-A	N16-A	32E
000751	VETERINARIAN	N14-D	N14-G	17L
003295	WORKERS COMP CLAIMS MGT SUPV 2	N16-F	N16-D	23K

Comp	Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range	42	HR	7.59	7.76	7.96	8.16	8.35	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	Range 42
	YR	15.848	16.203	16.620	17.038	17.435	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.537	
43	HR	7.76	7.96	8.16	8.35	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	43	
	YR	16.203	16.620	17.038	17.435	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653		
44	HR	7.96	8.16	8.35	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.62	44	
	YR	16.620	17.038	17.435	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.175		
45	HR	8.16	8.35	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.62	10.87	45	
	YR	17.038	17.435	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.175	22.697		
46	HR	8.35	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.62	10.87	11.11	46	
	YR	17.435	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.175	22.697	23.198		
47	HR	8.58	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.62	10.87	11.11	11.35	47	
	YR	17.915	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.175	22.697	23.198	23.699		
48	HR	8.77	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.62	10.87	11.11	11.35	11.62	48	
	YR	18.312	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.175	22.697	23.198	23.699	24.263		
49	HR	9.01	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.59	10.87	11.11	11.35	11.62	11.88	49	
	YR	18.813	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.112	22.697	23.198	23.699	24.263	24.805		
50	HR	9.21	9.44	9.65	9.81	9.97	10.18	10.37	10.59	10.83	11.10	11.35	11.62	11.88	12.16	50	
	YR	19.230	19.711	20.149	20.483	20.817	21.256	21.653	22.112	22.613	23.177	23.699	24.263	24.805	25.390		
51	HR	9.44	9.65	9.81	9.97	10.18	10.37	10.59	10.83	11.10	11.35	11.62	11.88	12.16	12.45	51	
	YR	19.711	20.149	20.483	20.817	21.256	21.653	22.112	22.613	23.177	23.699	24.263	24.805	25.390	25.996		
52	HR	9.65	9.81	9.97	10.18	10.37	10.59	10.83	11.10	11.35	11.62	11.88	12.16	12.45	12.77	52	
	YR	20.149	20.483	20.817	21.256	21.653	22.112	22.613	23.177	23.699	24.263	24.805	25.390	25.996	26.664		
53	HR	9.81	9.97	10.18	10.37	10.59	10.83	11.10	11.35	11.62	11.88	12.16	12.45	12.77	13.16	53	
	YR	20.483	20.817	21.256	21.653	22.112	22.613	23.177	23.6								

**Appendix G**  
**Compensation Grid N6 (cont.)**  
**Commissioner's Plan Clerical**  
**Ranges 42 - 77**  
**Effective 07/01/1999 - 06/30/2000**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																Range
60	HR 11.35	11.62	11.88	12.16	12.45	12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	60
YR	23,699	24,263	24,805	25,390	25,996	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	
61	HR 11.62	11.88	12.16	12.45	12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35		61
YR	24,263	24,805	25,390	25,996	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139		
62	HR 11.88	12.16	12.45	12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82		62
YR	24,805	25,390	25,996	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120		
63	HR 12.16	12.45	12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28		63
YR	25,390	25,996	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081		
64	HR 12.45	12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73		64
YR	25,996	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020		
65	HR 12.77	13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19		65
YR	26,664	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981		
66	HR 13.16	13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72		66
YR	27,478	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087		
67	HR 13.49	13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22		67
YR	28,167	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131		
68	HR 13.83	14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70		68
YR	28,877	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134		
69	HR 14.21	14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24		69
YR	29,670	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261		
70	HR 14.60	15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77		70
YR	30,485	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368		
71	HR 15.01	15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27		71
YR	31,341	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412		
72	HR 15.40	15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79		72
YR	32,155	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498		
73	HR 15.91	16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79	22.27		73
YR	33,220	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498	46,500		
74	HR 16.35	16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79	22.27	22.84		74
YR	34,139	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498	46,500	47,690		
75	HR 16.82	17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79	22.27	22.84	23.32		75
YR	35,120	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498	46,500	47,690	48,692		
76	HR 17.28	17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79	22.27	22.84	23.32	23.82		76
YR	36,081	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498	46,500	47,690	48,692	49,736		
77	HR 17.73	18.19	18.72	19.22	19.70	20.24	20.77	21.27	21.79	22.27	22.84	23.32	23.82	24.31		77
YR	37,020	37,981	39,087	40,131	41,134	42,261	43,368	44,412	45,498	46,500	47,690	48,692	49,736	50,769		
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	

HR - Hourly Salary Rate  
YR - Yearly Salary Rate (2.088 x Hourly Salary Rate)  
Monthly Salary Rate - 174 x Hourly Salary Rate

**Appendix G  
Compensation Grid N7  
Commissioner's Plan Technical  
Ranges 42 - 77  
Effective 07/01/1999 - 06/30/2000**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range 42	HR 7.59	7.76	7.96	8.16	8.35	8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	Range 42
	YR 15,848	16,203	16,620	17,038	17,435	17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	
43	HR 7.76	7.96	8.16	8.35	8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	43
	YR 16,203	16,620	17,038	17,435	17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	
44	HR 7.96	8.16	8.35	8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	44
	YR 16,620	17,038	17,435	17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,697	
45	HR 8.16	8.35	8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.13	45
	YR 17,038	17,435	17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,697	23,239	
46	HR 8.35	8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.13	11.38	46
	YR 17,435	17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,697	23,239	23,761	
47	HR 8.59	8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.13	11.38	11.66	47
	YR 17,936	18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,697	23,239	23,761	24,346	
48	HR 8.80	9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.13	11.38	11.66	11.93	48
	YR 18,374	18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,697	23,239	23,761	24,346	24,910	
49	HR 9.05	9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.13	11.38	11.66	11.93	12.22	49
	YR 18,896	19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,571	23,239	23,761	24,346	24,910	25,515	
50	HR 9.32	9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	50
	YR 19,460	19,857	20,337	20,713	21,193	21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	
51	HR 9.51	9.74	9.92	10.15	10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	51
	YR 19,857	20,337	20,713	21,193	21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	
52	HR 9.74	9.92	10.15	10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	52
	YR 20,337	20,713	21,193	21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	
53	HR 9.92	10.15	10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	53
	YR 20,713	21,193	21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	
54	HR 10.15	10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	54
	YR 21,193	21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	
55	HR 10.35	10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	14.38	55
	YR 21,611	22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	30,025	
56	HR 10.58	10.87	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	14.38	14.79	56
	YR 22,091	22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	30,025	30,882	
57	HR 10.81	11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	14.38	14.79	15.22	57
	YR 22,571	23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	30,025	30,882	31,779	
58	HR 11.10	11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	14.38	14.79	15.22	15.63	58
	YR 23,177	23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	30,025	30,882	31,779	32,635	
59	HR 11.35	11.66	11.93	12.22	12.48	12.82	13.21	13.64	14.00	14.38	14.79	15.22	15.63	16.10	59
	YR 23,699	24,346	24,910	25,515	26,058	26,768	27,582	28,480	29,232	30,025	30,882	31,779	32,635	33,617	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
HR - Hourly Salary Rate YR - Yearly Salary Rate (2,088 x Hourly Salary Rate) Monthly Salary Rate - 174 x Hourly Salary Rate															



**Appendix G**  
**Compensation Grid N7 (cont.)**  
**Commissioner's Plan Technical**  
**Ranges 42 - 77**  
**Effective 07/01/1999 - 06/30/2000**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	Range
60	HR 11.66 YR 24,346	11.93 24,910	12.22 25,515	12.48 26,058	12.82 26,768	13.21 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	60
61	HR 11.93 YR 24,910	12.22 25,515	12.48 26,058	12.82 26,768	13.21 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	61
62	HR 12.22 YR 25,515	12.48 26,058	12.82 26,768	13.21 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	62
63	HR 12.48 YR 26,058	12.82 26,768	13.21 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	63
64	HR 12.82 YR 26,768	13.21 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	64
65	HR 13.21 YR 27,582	13.64 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	65
66	HR 13.64 YR 28,480	14.00 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	66
67	HR 14.00 YR 29,232	14.38 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	67
68	HR 14.38 YR 30,025	14.79 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	68
69	HR 14.79 YR 30,882	15.22 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	69
70	HR 15.22 YR 31,779	15.63 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	70
71	HR 15.63 YR 32,635	16.10 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	71
72	HR 16.10 YR 33,617	16.59 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	72
73	HR 16.59 YR 34,640	17.09 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	23.60 49,277	73
74	HR 17.09 YR 35,684	17.57 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	23.60 49,277	24.16 50,446	74
75	HR 17.57 YR 36,686	18.10 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	23.60 49,277	24.16 50,446	24.70 51,574	75
76	HR 18.10 YR 37,793	18.60 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	23.60 49,277	24.16 50,446	24.70 51,574	25.26 52,743	76
77	HR 18.60 YR 38,837	19.16 40,006	19.67 41,071	20.24 42,261	20.80 43,430	21.34 44,558	21.88 45,685	22.46 46,896	23.00 48,024	23.60 49,277	24.16 50,446	24.70 51,574	25.26 52,743	25.78 53,829	77
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
HR - Hourly Salary Rate															
YR - Yearly Salary Rate (2,088 x Hourly Salary Rate)															
Monthly Salary Rate - 174 x Hourly Salary Rate															

**Appendix G**  
**Compensation Grid N14-C**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/1999 - 06/30/2000**

Use this Grid for Compensation Codes Ending in Letter "K" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K		
Step	01	02	03	04	05	06	07	08	09	10	11		
Range												Range	
01	YR	24,179	25,160	26,225	27,207	28,251	29,232	30,255	31,174	32,260	33,283	34,285	01
	MO	2,015	2,097	2,185	2,267	2,354	2,436	2,521	2,598	2,688	2,774	2,857	
	HR	11.58	12.05	12.56	13.03	13.53	14.00	14.49	14.93	15.45	15.94	16.42	
02	YR	25,160	26,225	27,207	28,251	29,232	30,255	31,174	32,260	33,283	34,473	35,475	02
	MO	2,097	2,185	2,267	2,354	2,436	2,521	2,598	2,688	2,774	2,873	2,956	
	HR	12.05	12.56	13.03	13.53	14.00	14.49	14.93	15.45	15.94	16.51	16.99	
03	YR	26,225	27,207	28,251	29,232	30,255	31,174	32,260	33,283	34,473	35,684	36,770	03
	MO	2,185	2,267	2,354	2,436	2,521	2,598	2,688	2,774	2,873	2,974	3,064	
	HR	12.56	13.03	13.53	14.00	14.49	14.93	15.45	15.94	16.51	17.09	17.61	
04	YR	27,207	28,251	29,232	30,255	31,174	32,260	33,283	34,473	35,684	36,874	37,960	04
	MO	2,267	2,354	2,436	2,521	2,598	2,688	2,774	2,873	2,974	3,073	3,163	
	HR	13.03	13.53	14.00	14.49	14.93	15.45	15.94	16.51	17.09	17.66	18.18	
05	YR	28,251	29,232	30,255	31,174	32,260	33,283	34,473	35,684	36,874	38,190	39,338	05
	MO	2,354	2,436	2,521	2,598	2,688	2,774	2,873	2,974	3,073	3,182	3,278	
	HR	13.53	14.00	14.49	14.93	15.45	15.94	16.51	17.09	17.66	18.29	18.84	
06	YR	29,232	30,255	31,174	32,260	33,283	34,473	35,684	36,874	38,190	39,505	40,695	06
	MO	2,436	2,521	2,598	2,688	2,774	2,873	2,974	3,073	3,182	3,292	3,391	
	HR	14.00	14.49	14.93	15.45	15.94	16.51	17.09	17.66	18.29	18.92	19.49	
07	YR	30,255	31,174	32,260	33,283	34,473	35,684	36,874	38,190	39,505	40,883	42,094	07
	MO	2,521	2,598	2,688	2,774	2,873	2,974	3,073	3,182	3,292	3,407	3,508	
	HR	14.49	14.93	15.45	15.94	16.51	17.09	17.66	18.29	18.92	19.58	20.16	
08	YR	31,174	32,260	33,283	34,473	35,684	36,874	38,190	39,505	40,883	42,407	43,639	08
	MO	2,598	2,688	2,774	2,873	2,974	3,073	3,182	3,292	3,407	3,534	3,637	
	HR	14.93	15.45	15.94	16.51	17.09	17.66	18.29	18.92	19.58	20.31	20.90	
09	YR	32,260	33,283	34,473	35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,289	09
	MO	2,688	2,774	2,873	2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,774	
	HR	15.45	15.94	16.51	17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.69	
10	YR	33,283	34,473	35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,477	46,834	10
	MO	2,774	2,873	2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,903	
	HR	15.94	16.51	17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.43	
11	YR	34,473	35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,504	11
	MO	2,873	2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,042	
	HR	16.51	17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.23	
12	YR	35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,383	12
	MO	2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,199	
	HR	17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.13	
13	YR	36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,158	13
	MO	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,347	
	HR	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	24.98	
14	YR	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,037	14
	MO	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,503	
	HR	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	25.88	
15	YR	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,021	15
	MO	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,668	
	HR	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.83	
Step	01	02	03	04	05	06	07	08	09	10	11		
Comp Code	A	B	C	D	E	F	G	H	I	J	K		
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

**Appendix G**  
**Compensation Grid N14-C (cont.)**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/1999 - 06/30/2000**

**Use this Grid for Compensation Codes Ending in Letter "K" Only**

Comp. Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	
Range	Range											
16	YR	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,005
	MO	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,834
	HR	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	27.78
17	YR	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,281
	MO	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,023
	HR	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	28.87
18	YR	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,494
	MO	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,208
	HR	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	29.93
19	YR	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	64,791
	MO	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,399
	HR	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.03
20	YR	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,317
	MO	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,610
	HR	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.24
21	YR	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,614
	MO	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,801
	HR	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.34
22	YR	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,057
	MO	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,005
	HR	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.51
23	YR	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	74,646
	MO	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,221
	HR	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.75
24	YR	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,360
	MO	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,447
	HR	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.05
25	YR	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,158
	MO	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,680
	HR	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.39
26	YR	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,040
	MO	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,920
	HR	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	39.77
27	YR	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,046
	MO	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,171
	HR	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.21
28	YR	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,137
	MO	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,428
	HR	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.69
29	YR	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,742	92,436
	MO	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,479	7,703
	HR	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.98	44.27
30	YR	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,742		
	MO	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,479		
	HR	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.98		
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp. Code	A	B	C	D	E	F	G	H	I	J	K	
YR - Yearly Salary Rate												
MO - Monthly Salary Rate												
HR - Hourly Salary Rate												

**Appendix G**  
**Compensation Grid N14-D**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/1999 - 06/30/2000**

Use this Grid for Compensation Codes Ending in Letter "L" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
01	YR 24,179 MO 2,015 HR 11.58	25,160 2,097 12.05	26,225 2,185 12.56	27,207 2,267 13.03	28,251 2,354 13.53	29,232 2,436 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,475 2,956 16.99	01
02	YR 25,160 MO 2,097 HR 12.05	26,225 2,185 12.56	27,207 2,267 13.03	28,251 2,354 13.53	29,232 2,436 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,770 3,064 17.61	02
03	YR 26,225 MO 2,185 HR 12.56	27,207 2,267 13.03	28,251 2,354 13.53	29,232 2,436 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	37,960 3,163 18.18	03
04	YR 27,207 MO 2,267 HR 13.03	28,251 2,354 13.53	29,232 2,436 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,338 3,278 18.84	04
05	YR 28,251 MO 2,354 HR 13.53	29,232 2,436 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,695 3,391 19.49	05
06	YR 29,232 MO 2,436 HR 14.00	30,255 2,521 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,883 3,407 19.58	42,094 3,508 20.16	06
07	YR 30,255 MO 2,521 HR 14.49	31,174 2,598 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,883 3,407 19.58	42,407 3,534 20.31	43,639 3,637 20.90	07
08	YR 31,174 MO 2,598 HR 14.93	32,260 2,688 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,883 3,407 19.58	42,407 3,534 20.31	43,952 3,663 21.05	45,289 3,774 21.69	08
09	YR 32,260 MO 2,688 HR 15.45	33,283 2,774 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,883 3,407 19.58	42,407 3,534 20.31	43,952 3,663 21.05	45,477 3,790 21.78	46,834 3,903 22.43	09
10	YR 33,283 MO 2,774 HR 15.94	34,473 2,873 16.51	35,684 2,974 17.09	36,874 3,073 17.66	38,190 3,182 18.29	39,505 3,292 18.92	40,883 3,407 19.58	42,407 3,534 20.31	43,952 3,663 21.05	45,477 3,790 21.78	47,084 3,924 22.55	48,504 4,042 23.23	10
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate MO - Monthly Salary Rate HR - Hourly Salary Rate													

**Appendix G**  
**Compensation Grid N14-D (cont.)**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/1999 - 06/30/2000**

Use this Grid for Compensation Codes Ending in Letter "L" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
11	YR 34,473	35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,383	
	MO 2,873	2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,199	11
	HR 16.51	17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.13	
12	YR 35,684	36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,158	
	MO 2,974	3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,347	12
	HR 17.09	17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	24.98	
13	YR 36,874	38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,037	
	MO 3,073	3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,503	13
	HR 17.66	18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	25.88	
14	YR 38,190	39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,021	
	MO 3,182	3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,668	14
	HR 18.29	18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.83	
15	YR 39,505	40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,005	
	MO 3,292	3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,834	15
	HR 18.92	19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	27.78	
16	YR 40,883	42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,281	
	MO 3,407	3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,023	16
	HR 19.58	20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	28.87	
17	YR 42,407	43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,494	
	MO 3,534	3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,208	17
	HR 20.31	21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	29.93	
18	YR 43,952	45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	64,791	
	MO 3,663	3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,399	18
	HR 21.05	21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.03	
19	YR 45,477	47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,317	
	MO 3,790	3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,610	19
	HR 21.78	22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.24	
20	YR 47,084	48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,614	
	MO 3,924	4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,801	20
	HR 22.55	23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.34	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate  
MO - Monthly Salary Rate  
HR - Hourly Salary Rate

**Appendix G**  
**Compensation Grid N14-D (cont.)**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/1999 - 06/30/2000**

Use this Grid for Compensation Codes Ending in Letter "L" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
21	YR 48,880	50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,057	21
	MO 4,073	4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,005	
	HR 23.41	24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.51	
22	YR 50,613	52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	74,646	22
	MO 4,218	4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,221	
	HR 24.24	25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.75	
23	YR 52,451	54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,360	23
	MO 4,371	4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,447	
	HR 25.12	26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.05	
24	YR 54,413	56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,158	24
	MO 4,534	4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,680	
	HR 26.06	26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.39	
25	YR 56,313	58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,040	25
	MO 4,693	4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,920	
	HR 26.97	28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	39.77	
26	YR 58,548	60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,046	26
	MO 4,879	5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,171	
	HR 28.04	29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.21	
27	YR 60,677	62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,137	27
	MO 5,056	5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,428	
	HR 29.06	30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.69	
28	YR 62,891	65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,742	92,436	28
	MO 5,241	5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,479	7,703	
	HR 30.12	31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.98	44.27	
29	YR 65,334	67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,742			29
	MO 5,444	5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,479			
	HR 31.29	32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.98			
30	YR 67,609	69,969	72,495	75,126	77,820	80,639	83,562	86,548	89,742				30
	MO 5,634	5,831	6,041	6,261	6,485	6,720	6,963	7,212	7,479				
	HR 32.38	33.51	34.72	35.98	37.27	38.62	40.02	41.45	42.98				
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

**Appendix G**  
**Compensation Grid N16-F**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/1999 - 06/30/2000**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
01 YR	23,615	24,158	24,764	25,474	26,016	26,706	27,499	28,355	29,128	30,067	30,965		
01 MO	1,968	2,013	2,064	2,123	2,168	2,225	2,292	2,363	2,427	2,506	2,580		01
01 HR	11.31	11.57	11.86	12.20	12.46	12.79	13.17	13.58	13.95	14.40	14.83		
02 YR	24,158	24,764	25,474	26,016	26,706	27,499	28,355	29,128	30,067	30,965	31,842		02
02 MO	2,013	2,064	2,123	2,168	2,225	2,292	2,363	2,427	2,506	2,580	2,654		
02 HR	11.57	11.86	12.20	12.46	12.79	13.17	13.58	13.95	14.40	14.83	15.25		
03 YR	24,764	25,474	26,016	26,706	27,499	28,355	29,128	30,067	30,965	31,842	33,032		03
03 MO	2,064	2,123	2,168	2,225	2,292	2,363	2,427	2,506	2,580	2,654	2,753		
03 HR	11.86	12.20	12.46	12.79	13.17	13.58	13.95	14.40	14.83	15.25	15.82		
04 YR	25,474	26,016	26,706	27,499	28,355	29,128	30,067	30,965	31,842	33,032	34,139		04
04 MO	2,123	2,168	2,225	2,292	2,363	2,427	2,506	2,580	2,654	2,753	2,845		
04 HR	12.20	12.46	12.79	13.17	13.58	13.95	14.40	14.83	15.25	15.82	16.35		
05 YR	26,016	26,706	27,499	28,355	29,128	30,067	30,965	31,842	33,032	34,139	34,890		05
05 MO	2,168	2,225	2,292	2,363	2,427	2,506	2,580	2,654	2,753	2,845	2,908		
05 HR	12.46	12.79	13.17	13.58	13.95	14.40	14.83	15.25	15.82	16.35	16.71		
06 YR	26,706	27,499	28,355	29,128	30,067	31,049	31,967	33,095	34,139	34,890	36,227	37,333	06
06 MO	2,225	2,292	2,363	2,427	2,506	2,587	2,664	2,758	2,845	2,908	3,019	3,111	
06 HR	12.79	13.17	13.58	13.95	14.40	14.87	15.31	15.85	16.35	16.71	17.35	17.88	
07 YR	27,499	28,355	29,128	30,067	31,111	32,009	33,178	34,139	34,890	36,227	37,333		07
07 MO	2,292	2,363	2,427	2,506	2,593	2,667	2,765	2,845	2,908	3,019	3,111		
07 HR	13.17	13.58	13.95	14.40	14.90	15.33	15.89	16.35	16.71	17.35	17.88		
08 YR	28,355	29,128	30,067	31,111	32,051	33,262	34,515	35,851	37,187	38,544	40,027	41,489	08
08 MO	2,363	2,427	2,506	2,593	2,671	2,772	2,876	2,988	3,099	3,212	3,336	3,457	
08 HR	13.58	13.95	14.40	14.90	15.35	15.93	16.53	17.17	17.81	18.46	19.17	19.87	
09 YR	29,128	30,067	31,111	32,051	33,262	34,515	35,851	37,187	38,544	40,027	41,489	43,013	09
09 MO	2,427	2,506	2,593	2,671	2,772	2,876	2,988	3,099	3,212	3,336	3,457	3,584	
09 HR	13.95	14.40	14.90	15.35	15.93	16.53	17.17	17.81	18.46	19.17	19.87	20.60	
10 YR	30,067	31,111	32,051	33,262	34,515	35,851	37,187	38,544	40,027	41,489	43,013	44,767	10
10 MO	2,506	2,593	2,671	2,772	2,876	2,988	3,099	3,212	3,336	3,457	3,584	3,731	
10 HR	14.40	14.90	15.35	15.93	16.53	17.17	17.81	18.46	19.17	19.87	20.60	21.44	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

**Appendix G**  
**Compensation Grid N16-F (cont.)**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/1999 - 06/30/2000**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
11 YR	31,111	32,051	33,262	34,515	35,851	37,187	38,544	40,027	41,489	43,013	44,767	46,395	
MO	2,593	2,671	2,772	2,876	2,988	3,099	3,212	3,336	3,457	3,584	3,731	3,866	11
HR	14.90	15.35	15.93	16.53	17.17	17.81	18.46	19.17	19.87	20.60	21.44	22.22	
12 YR	32,051	33,262	34,515	35,851	37,187	38,544	40,027	41,489	43,013	44,767	46,395	48,191	12
MO	2,671	2,772	2,876	2,988	3,099	3,212	3,336	3,457	3,584	3,731	3,866	4,016	
HR	15.35	15.93	16.53	17.17	17.81	18.46	19.17	19.87	20.60	21.44	22.22	23.08	
13 YR	33,262	34,515	35,851	37,187	38,544	40,027	41,489	43,013	44,767	46,395	48,191	49,966	13
MO	2,772	2,876	2,988	3,099	3,212	3,336	3,457	3,584	3,731	3,866	4,016	4,164	
HR	15.93	16.53	17.17	17.81	18.46	19.17	19.87	20.60	21.44	22.22	23.08	23.93	
14 YR	34,515	35,851	37,187	38,544	40,027	41,489	43,013	44,767	46,395	48,191	49,966	51,908	14
MO	2,876	2,988	3,099	3,212	3,336	3,457	3,584	3,731	3,866	4,016	4,164	4,326	
HR	16.53	17.17	17.81	18.46	19.17	19.87	20.60	21.44	22.22	23.08	23.93	24.86	
15 YR	35,851	37,187	38,544	40,027	41,489	43,013	44,767	46,395	48,191	49,966	51,908	53,870	15
MO	2,988	3,099	3,212	3,336	3,457	3,584	3,731	3,866	4,016	4,164	4,326	4,489	
HR	17.17	17.81	18.46	19.17	19.87	20.60	21.44	22.22	23.08	23.93	24.86	25.80	
16 YR	37,187	38,544	40,027	41,489	43,013	44,767	46,395	48,191	49,966	51,908	53,870	55,854	16
MO	3,099	3,212	3,336	3,457	3,584	3,731	3,866	4,016	4,164	4,326	4,489	4,655	
HR	17.81	18.46	19.17	19.87	20.60	21.44	22.22	23.08	23.93	24.86	25.80	26.75	
17 YR	38,544	40,027	41,489	43,013	44,767	46,395	48,191	49,966	51,908	53,870	55,854	57,963	17
MO	3,212	3,336	3,457	3,584	3,731	3,866	4,016	4,164	4,326	4,489	4,655	4,830	
HR	18.46	19.17	19.87	20.60	21.44	22.22	23.08	23.93	24.86	25.80	26.75	27.76	
18 YR	40,027	41,489	43,013	44,767	46,395	48,191	49,966	51,908	53,870	55,854	57,963	60,176	18
MO	3,336	3,457	3,584	3,731	3,866	4,016	4,164	4,326	4,489	4,655	4,830	5,015	
HR	19.17	19.87	20.60	21.44	22.22	23.08	23.93	24.86	25.80	26.75	27.76	28.82	
19 YR	41,489	43,013	44,767	46,395	48,191	49,966	51,908	53,870	55,854	57,963	60,176	62,222	19
MO	3,457	3,584	3,731	3,866	4,016	4,164	4,326	4,489	4,655	4,830	5,015	5,185	
HR	19.87	20.60	21.44	22.22	23.08	23.93	24.86	25.80	26.75	27.76	28.82	29.80	
20 YR	43,013	44,767	46,395	48,191	49,966	51,908	53,870	55,854	57,963	60,176	62,222	64,519	20
MO	3,584	3,731	3,866	4,016	4,164	4,326	4,489	4,655	4,830	5,015	5,185	5,377	
HR	20.60	21.44	22.22	23.08	23.93	24.86	25.80	26.75	27.76	28.82	29.80	30.90	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													



Appendix G  
Compensation Grid N16-F (cont.)  
Commissioner's Plan Supervisory Employees  
Ranges 01 - 29  
Effective 07/01/1999 - 06/30/2000

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
21	YR 44,767	46,395	48,191	49,966	51,908	53,870	55,854	57,963	60,176	62,222	64,519	66,816	21
	MO 3,731	3,866	4,016	4,164	4,326	4,489	4,655	4,830	5,015	5,185	5,377	5,568	
	HR 22.22	22.22	23.08	23.93	24.86	25.80	26.75	27.76	28.82	29.80	30.90	32.00	
22	YR 46,395	48,191	49,966	51,908	53,870	55,854	57,963	60,176	62,222	64,519	66,816	69,322	22
	MO 3,866	4,016	4,164	4,326	4,489	4,655	4,830	5,015	5,185	5,377	5,568	5,777	
	HR 22.22	23.08	23.93	24.86	25.80	26.75	27.76	28.82	29.80	30.90	32.00	33.20	
23	YR 48,191	49,966	51,908	53,870	55,854	57,963	60,176	62,222	64,519	66,816	69,322	71,744	23
	MO 4,016	4,164	4,326	4,489	4,655	4,830	5,015	5,185	5,377	5,568	5,777	5,979	
	HR 23.08	23.93	24.86	25.80	26.75	27.76	28.82	29.80	30.90	32.00	33.20	34.36	
24	YR 49,966	51,908	53,870	55,854	57,963	60,176	62,222	64,519	66,816	69,322	71,744	74,312	24
	MO 4,164	4,326	4,489	4,655	4,830	5,015	5,185	5,377	5,568	5,777	5,979	6,193	
	HR 23.93	24.86	25.80	26.75	27.76	28.82	29.80	30.90	32.00	33.20	34.36	35.59	
25	YR 51,908	53,870	55,854	57,963	60,176	62,222	64,519	66,816	69,322	71,744	74,312	77,026	25
	MO 4,326	4,489	4,655	4,830	5,015	5,185	5,377	5,568	5,777	5,979	6,193	6,419	
	HR 24.86	25.80	26.75	27.76	28.82	29.80	30.90	32.00	33.20	34.36	35.59	36.89	
26	YR 53,870	55,854	57,963	60,176	62,222	64,519	66,816	69,322	71,744	74,312	77,026	79,782	26
	MO 4,489	4,655	4,830	5,015	5,185	5,377	5,568	5,777	5,979	6,193	6,419	6,649	
	HR 25.80	26.75	27.76	28.82	29.80	30.90	32.00	33.20	34.36	35.59	36.89	38.21	
27	YR 55,854	57,963	60,176	62,222	64,519	66,816	69,322	71,744	74,312	77,026	79,782	82,706	27
	MO 4,655	4,830	5,015	5,185	5,377	5,568	5,777	5,979	6,193	6,419	6,649	6,892	
	HR 26.75	27.76	28.82	29.80	30.90	32.00	33.20	34.36	35.59	36.89	38.21	39.61	
28	YR 57,963	60,176	62,222	64,519	66,816	69,322	71,744	74,312	77,026	79,782	82,706	85,712	28
	MO 4,830	5,015	5,185	5,377	5,568	5,777	5,979	6,193	6,419	6,649	6,892	7,143	
	HR 27.76	28.82	29.80	30.90	32.00	33.20	34.36	35.59	36.89	38.21	39.61	41.05	
29	YR 60,176	62,222	64,519	66,816	69,322	71,744	74,312	77,026	79,782	82,706	85,712		29
	MO 5,015	5,185	5,377	5,568	5,777	5,979	6,193	6,419	6,649	6,892	7,143		
	HR 28.82	29.80	30.90	32.00	33.20	34.36	35.59	36.89	38.21	39.61	41.05		
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Range 42	HR	7.82	7.99	8.20	8.40	8.60	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	Range 42
	YR	16.328	16.683	17.122	17.539	17.957	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	
43	HR	7.99	8.20	8.40	8.60	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	43
	YR	16.683	17.122	17.539	17.957	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	
44	HR	8.20	8.40	8.60	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.94	44
	YR	17.122	17.539	17.957	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.843	
45	HR	8.40	8.60	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.94	11.20	45
	YR	17.539	17.957	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.843	23.386	
46	HR	8.60	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.94	11.20	11.44	46
	YR	17.957	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.843	23.386	23.887	
47	HR	8.84	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.94	11.20	11.44	11.69	47
	YR	18.458	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.843	23.386	23.887	24.409	
48	HR	9.03	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.94	11.20	11.44	11.69	11.97	48
	YR	18.855	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.843	23.386	23.887	24.409	24.993	
49	HR	9.28	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.91	11.20	11.44	11.69	11.97	12.24	49
	YR	19.377	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.780	23.386	23.887	24.409	24.993	25.557	
50	HR	9.49	9.72	9.94	10.10	10.27	10.49	10.68	10.91	11.15	11.43	11.69	11.97	12.24	12.52	50
	YR	19.815	20.295	20.755	21.089	21.444	21.903	22.300	22.780	23.281	23.866	24.409	24.993	25.557	26.142	
51	HR	9.72	9.94	10.10	10.27	10.49	10.68	10.91	11.15	11.43	11.69	11.97	12.24	12.52	12.82	51
	YR	20.295	20.755	21.089	21.444	21.903	22.300	22.780	23.281	23.866	24.409	24.993	25.557	26.142	26.768	
52	HR	9.94	10.10	10.27	10.49	10.68	10.91	11.15	11.43	11.69	11.97	12.24	12.52	12.82	13.15	52
	YR	20.755	21.089	21.444	21.903	22.300	22.780	23.281	23.866	24.409	24.993	25.557	26.142	26.768	27.457	
53	HR	10.10	10.27	10.49	10.68	10.91	11.15	11.43	11.69	11.97	12.24	12.52	12.82	13.15	13.55	53
	YR	21.089	21.444	21.903	22.300	22.780	23.281	23.866	24.40							

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
60	HR	11.69	11.97	12.24	12.52	12.82	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	60
	YR	24.409	24.993	25.557	26.142	26.768	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	
61	HR	11.97	12.24	12.52	12.82	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84		61
	YR	24.993	25.557	26.142	26.768	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162		
62	HR	12.24	12.52	12.82	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32		62
	YR	25.557	26.142	26.768	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164		
63	HR	12.52	12.82	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80		63
	YR	26.142	26.768	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166		
64	HR	12.82	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26		64
	YR	26.768	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127		
65	HR	13.15	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74		65
	YR	27.457	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129		
66	HR	13.55	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74	19.28		66
	YR	28.292	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129	40.257		
67	HR	13.89	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74	19.28	19.80		67
	YR	29.002	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129	40.257	41.342		
68	HR	14.24	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74	19.28	19.80	20.29		68
	YR	29.733	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129	40.257	41.342	42.366		
69	HR	14.64	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74	19.28	19.80	20.29	20.85		69
	YR	30.568	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129	40.257	41.342	42.366	43.535		
70	HR	15.04	15.46	15.86	16.39	16.84	17.32	17.80	18.26	18.74	19.28	19.80	20.29	20.85	21.39		70
	YR	31.404	32.280	33.116	34.222	35.162	36.164	37.166	38.127	39.129	40.257	41.342	42.366	43.535	44.662		

HR - Hourly Salary Rate  
YR - Yearly Salary Rate (2,088 x Hourly Salary Rate)  
Monthly Salary Rate - 174 x Hourly Salary Rate

**Appendix H**  
**Compensation Grid N7**  
**Commissioner's Plan Technical**  
**Ranges 42-77**  
**Effective 07/01/2000 - 06/30/2001**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range															Range
42	HR 7.82	7.99	8.20	8.40	8.60	8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	42
YR	16,328	16,683	17,122	17,539	17,957	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	
43	HR 7.99	8.20	8.40	8.60	8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	43
YR	16,683	17,122	17,539	17,957	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	
44	HR 8.20	8.40	8.60	8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	44
YR	17,122	17,539	17,957	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	
45	HR 8.40	8.60	8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	45
YR	17,539	17,957	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	
46	HR 8.60	8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	46
YR	17,957	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	
47	HR 8.85	9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	47
YR	18,479	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	
48	HR 9.06	9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	48
YR	18,917	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	
49	HR 9.32	9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	49
YR	19,460	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	
50	HR 9.60	9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	50
YR	20,045	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	
51	HR 9.80	10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	51
YR	20,462	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	
52	HR 10.03	10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	13.61	52
YR	20,943	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	
53	HR 10.22	10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	13.61	14.05	53
YR	21,339	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	29,336	
54	HR 10.45	10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	54
YR	21,820	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	
55	HR 10.66	10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	55
YR	22,258	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	
56	HR 10.90	11.20	11.46	11.72	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	56
YR	22,759	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	
57	HR 11.13	11.43	11.69	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	57
YR	23,386	23,928	24,471	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	
58	HR 11.43	11.69	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	58
YR	23,866	24,409	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	
59	HR 11.69	12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	59
YR	24,409	25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
HR - Hourly Salary Rate															
YR - Yearly Salary Rate (2,088 x Hourly Salary Rate)															
Monthly Salary Rate - 174 x Hourly Salary Rate															

**Appendix H**  
**Compensation Grid N7 (cont.)**  
**Commissioner's Plan Technical**  
**Ranges 42 - 77**  
**Effective 07/01/2000 - 06/30/2001**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range															Range
60	HR 12.01	12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	Range 60
	YR 25,077	25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	
61	HR 12.29	12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	61
	YR 25,662	26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	
62	HR 12.59	12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	62
	YR 26,288	26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	
63	HR 12.85	13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	63
	YR 26,831	27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	
64	HR 13.20	13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	64
	YR 27,562	28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	
65	HR 13.61	14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	65
	YR 28,418	29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	
66	HR 14.05	14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	66
	YR 29,336	30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	
67	HR 14.42	14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	67
	YR 30,109	30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	
68	HR 14.81	15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	68
	YR 30,923	31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	
69	HR 15.23	15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	69
	YR 31,800	32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	
70	HR 15.68	16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	70
	YR 32,740	33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	
71	HR 16.10	16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	71
	YR 33,617	34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	
72	HR 16.58	17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	23.69	72
	YR 34,619	35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	
73	HR 17.09	17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	23.69	24.31	73
	YR 35,684	36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	50,759	
74	HR 17.60	18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	23.69	24.31	24.88	74
	YR 36,749	37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	50,759	51,949	
75	HR 18.10	18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	23.69	24.31	24.88	25.44	75
	YR 37,793	38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	50,759	51,949	53,119	
76	HR 18.64	19.16	19.73	20.26	20.85	21.42	21.98	22.54	23.13	23.69	24.31	24.88	25.44	26.02	76
	YR 38,920	40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	50,759	51,949	53,119	54,330	
77	HR 19.16	20.26	20.85	21.42	21.98	22.54	23.13	23.69	24.31	24.88	25.44	26.02	26.55		77
	YR 40,006	41,196	42,303	43,535	44,725	45,894	47,064	48,295	49,465	50,759	51,949	53,119	54,330	55,436	
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate  
YR - Yearly Salary Rate (2,088 x Hourly Salary Rate)  
Monthly Salary Rate - 174 x Hourly Salary Rate

**Appendix H**  
**Compensation Grid N14-G**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/2000 - 06/30/2001**

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	24,910	25,912	27,019	28,021	29,107	30,109	31,153	32,113	33,220	34,285	35,517	36,749	01
	MO	2,076	2,159	2,252	2,335	2,426	2,509	2,596	2,676	2,768	2,857	2,960	3,062	
	HR	11.93	12.41	12.94	13.42	13.94	14.42	14.92	15.38	15.91	16.42	17.01	17.60	
02	YR	25,912	27,019	28,021	29,107	30,109	31,153	32,113	33,220	34,285	35,517	36,749	37,981	02
	MO	2,159	2,252	2,335	2,426	2,509	2,596	2,676	2,768	2,857	2,960	3,062	3,165	
	HR	12.41	12.94	13.42	13.94	14.42	14.92	15.38	15.91	16.42	17.01	17.60	18.19	
03	YR	27,019	28,021	29,107	30,109	31,153	32,113	33,220	34,285	35,517	36,749	37,981	39,338	03
	MO	2,252	2,335	2,426	2,509	2,596	2,676	2,768	2,857	2,960	3,062	3,165	3,278	
	HR	12.94	13.42	13.94	14.42	14.92	15.38	15.91	16.42	17.01	17.60	18.19	18.84	
04	YR	28,021	29,107	30,109	31,153	32,113	33,220	34,285	35,517	36,749	37,981	39,338	40,695	04
	MO	2,335	2,426	2,509	2,596	2,676	2,768	2,857	2,960	3,062	3,165	3,278	3,391	
	HR	13.42	13.94	14.42	14.92	15.38	15.91	16.42	17.01	17.60	18.19	18.84	19.49	
05	YR	29,107	30,109	31,153	32,113	33,220	34,285	35,517	36,749	37,981	39,338	40,695	42,115	05
	MO	2,426	2,509	2,596	2,676	2,768	2,857	2,960	3,062	3,165	3,278	3,391	3,510	
	HR	13.94	14.42	14.92	15.38	15.91	16.42	17.01	17.60	18.19	18.84	19.49	20.17	
06	YR	30,109	31,153	32,113	33,220	34,285	35,517	36,749	37,981	39,338	40,695	42,115	43,681	06
	MO	2,509	2,596	2,676	2,768	2,857	2,960	3,062	3,165	3,278	3,391	3,510	3,640	
	HR	14.42	14.92	15.38	15.91	16.42	17.01	17.60	18.19	18.84	19.49	20.17	20.92	
07	YR	31,153	32,113	33,220	34,285	35,517	36,749	37,981	39,338	40,695	42,115	43,681	45,268	07
	MO	2,596	2,676	2,768	2,857	2,960	3,062	3,165	3,278	3,391	3,510	3,640	3,772	
	HR	14.92	15.38	15.91	16.42	17.01	17.60	18.19	18.84	19.49	20.17	20.92	21.68	
08	YR	32,113	33,220	34,285	35,517	36,749	37,981	39,338	40,695	42,115	43,681	45,268	46,834	08
	MO	2,676	2,768	2,857	2,960	3,062	3,165	3,278	3,391	3,510	3,640	3,772	3,903	
	HR	15.38	15.91	16.42	17.01	17.60	18.19	18.84	19.49	20.17	20.92	21.68	22.43	
09	YR	33,220	34,285	35,517	36,749	37,981	39,338	40,695	42,115	43,681	45,268	46,834	48,504	09
	MO	2,768	2,857	2,960	3,062	3,165	3,278	3,391	3,510	3,640	3,772	3,903	4,042	
	HR	15.91	16.42	17.01	17.60	18.19	18.84	19.49	20.17	20.92	21.68	22.43	23.23	
10	YR	34,285	35,517	36,749	37,981	39,338	40,695	42,115	43,681	45,268	46,834	48,504	50,342	10
	MO	2,857	2,960	3,062	3,165	3,278	3,391	3,510	3,640	3,772	3,903	4,042	4,195	
	HR	16.42	17.01	17.60	18.19	18.84	19.49	20.17	20.92	21.68	22.43	23.23	24.11	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate														
MO - Monthly Salary Rate														
HR - Hourly Salary Rate														

**Appendix H**  
**Compensation Grid N14-G (cont.)**  
**Commissioner's Plan Professional Employees**  
**Ranges 01 - 30**  
**Effective 07/01/2000 - 06/30/2001**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
11 YR	35,517	36,749	37,981	39,338	40,695	42,115	43,681	45,268	46,834	48,504	50,342	52,137	
MO	2,960	3,062	3,165	3,278	3,391	3,510	3,640	3,772	3,903	4,042	4,195	4,345	11
HR	17.01	17.60	18.19	18.84	19.49	20.17	20.92	21.68	22.43	23.23	24.11	24.97	
12 YR	36,749	37,981	39,338	40,695	42,115	43,681	45,268	46,834	48,504	50,342	52,137	54,017	12
MO	3,062	3,165	3,278	3,391	3,510	3,640	3,772	3,903	4,042	4,195	4,345	4,501	
HR	17.60	18.19	18.84	19.49	20.17	20.92	21.68	22.43	23.23	24.11	24.97	25.87	
13 YR	37,981	39,338	40,695	42,115	43,681	45,268	46,834	48,504	50,342	52,137	54,017	56,042	13
MO	3,165	3,278	3,391	3,510	3,640	3,772	3,903	4,042	4,195	4,345	4,501	4,670	
HR	18.19	18.84	19.49	20.17	20.92	21.68	22.43	23.23	24.11	24.97	25.87	26.84	
14 YR	39,338	40,695	42,115	43,681	45,268	46,834	48,504	50,342	52,137	54,017	56,042	58,005	14
MO	3,278	3,391	3,510	3,640	3,772	3,903	4,042	4,195	4,345	4,501	4,670	4,834	
HR	18.84	19.49	20.17	20.92	21.68	22.43	23.23	24.11	24.97	25.87	26.84	27.78	
15 YR	40,695	42,115	43,681	45,268	46,834	48,504	50,342	52,137	54,017	56,042	58,005	60,301	15
MO	3,391	3,510	3,640	3,772	3,903	4,042	4,195	4,345	4,501	4,670	4,834	5,025	
HR	19.49	20.17	20.92	21.68	22.43	23.23	24.11	24.97	25.87	26.84	27.78	28.88	
16 YR	42,115	43,681	45,268	46,834	48,504	50,342	52,137	54,017	56,042	58,005	60,301	62,494	16
MO	3,510	3,640	3,772	3,903	4,042	4,195	4,345	4,501	4,670	4,834	5,025	5,208	
HR	20.17	20.92	21.68	22.43	23.23	24.11	24.97	25.87	26.84	27.78	28.88	29.93	
17 YR	43,681	45,268	46,834	48,504	50,342	52,137	54,017	56,042	58,005	60,301	62,494	64,770	17
MO	3,640	3,772	3,903	4,042	4,195	4,345	4,501	4,670	4,834	5,025	5,208	5,397	
HR	20.92	21.68	22.43	23.23	24.11	24.97	25.87	26.84	27.78	28.88	29.93	31.02	
18 YR	45,268	46,834	48,504	50,342	52,137	54,017	56,042	58,005	60,301	62,494	64,770	67,296	18
MO	3,772	3,903	4,042	4,195	4,345	4,501	4,670	4,834	5,025	5,208	5,397	5,608	
HR	21.68	22.43	23.23	24.11	24.97	25.87	26.84	27.78	28.88	29.93	31.02	32.23	
19 YR	46,834	48,504	50,342	52,137	54,017	56,042	58,005	60,301	62,494	64,770	67,296	69,635	19
MO	3,903	4,042	4,195	4,345	4,501	4,670	4,834	5,025	5,208	5,397	5,608	5,803	
HR	22.43	23.23	24.11	24.97	25.87	26.84	27.78	28.88	29.93	31.02	32.23	33.35	
20 YR	48,504	50,342	52,137	54,017	56,042	58,005	60,301	62,494	64,770	67,296	69,635	72,078	20
MO	4,042	4,195	4,345	4,501	4,670	4,834	5,025	5,208	5,397	5,608	5,803	6,006	
HR	23.23	24.11	24.97	25.87	26.84	27.78	28.88	29.93	31.02	32.23	33.35	34.52	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

## 109

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12		
Range													Range	
21	YR	50,342	52,137	54,017	56,042	58,005	60,301	62,494	64,770	67,296	69,635	72,078	74,667	21
	MO	4,195	4,345	4,501	4,670	4,834	5,025	5,208	5,397	5,608	5,803	6,006	6,222	
	HR	24.11	24.97	25.87	26.84	27.78	28.88	29.93	31.02	32.23	33.35	34.52	35.76	
22	YR	52,137	54,017	56,042	58,005	60,301	62,494	64,770	67,296	69,635	72,078	74,667	77,381	22
	MO	4,345	4,501	4,670	4,834	5,025	5,208	5,397	5,608	5,803	6,006	6,222	6,448	
	HR	24.97	25.87	26.84	27.78	28.88	29.93	31.02	32.23	33.35	34.52	35.76	37.06	
23	YR	54,017	56,042	58,005	60,301	62,494	64,770	67,296	69,635	72,078	74,667	77,381	80,158	23
	MO	4,501	4,670	4,834	5,025	5,208	5,397	5,608	5,803	6,006	6,222	6,448	6,680	
	HR	25.87	26.84	27.78	28.88	29.93	31.02	32.23	33.35	34.52	35.76	37.06	38.39	
24	YR	56,042	58,005	60,301	62,494	64,770	67,296	69,635	72,078	74,667	77,381	80,158	83,061	24
	MO	4,670	4,834	5,025	5,208	5,397	5,608	5,803	6,006	6,222	6,448	6,680	6,922	
	HR	26.84	27.78	28.88	29.93	31.02	32.23	33.35	34.52	35.76	37.06	38.39	39.78	
25	YR	58,005	60,301	62,494	64,770	67,296	69,635	72,078	74,667	77,381	80,158	83,061	86,067	25
	MO	4,834	5,025	5,208	5,397	5,608	5,803	6,006	6,222	6,448	6,680	6,922	7,172	
	HR	27.78	28.88	29.93	31.02	32.23	33.35	34.52	35.76	37.06	38.39	39.78	41.22	
26	YR	60,301	62,494	64,770	67,296	69,635	72,078	74,667	77,381	80,158	83,061	86,067	89,137	26
	MO	5,025	5,208	5,397	5,608	5,803	6,006	6,222	6,448	6,680	6,922	7,172	7,428	
	HR	28.88	29.93	31.02	32.23	33.35	34.52	35.76	37.06	38.39	39.78	41.22	42.69	
27	YR	62,494	64,770	67,296	69,635	72,078	74,667	77,381	80,158	83,061	86,067	89,137	92,436	27
	MO	5,208	5,397	5,608	5,803	6,006	6,222	6,448	6,680	6,922	7,172	7,428	7,703	
	HR	29.93	31.02	32.23	33.35	34.52	35.76	37.06	38.39	39.78	41.22	42.69	44.27	
28	YR	64,770	67,296	69,635	72,078	74,667	77,381	80,158	83,061	86,067	89,137	92,436	95,651	28
	MO	5,397	5,608	5,803	6,006	6,222	6,448	6,680	6,922	7,172	7,428	7,703	7,971	
	HR	31.02	32.23	33.35	34.52	35.76	37.06	38.39	39.78	41.22	42.69	44.27	45.81	
29	YR	67,296	69,635	72,078	74,667	77,381	80,158	83,061	86,067	89,137	92,436			29
	MO	5,608	5,803	6,006	6,222	6,448	6,680	6,922	7,172	7,428	7,703			
	HR	32.23	33.35	34.52	35.76	37.06	38.39	39.78	41.22	42.69	44.27			
30	YR	69,635	72,078	74,667	77,381	80,158	83,061	86,067	89,137	92,436				30
	MO	5,803	6,006	6,222	6,448	6,680	6,922	7,172	7,428	7,703				
	HR	33.35	34.52	35.76	37.06	38.39	39.78	41.22	42.69	44.27				
Step	01	02	03	04	05	06	07	08	09	10	11	12		
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		
YR - Yearly Salary Rate														
MO - Monthly Salary Rate														
HR - Hourly Salary Rate														



**Appendix H**  
**Compensation Grid N16-C**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

Use this Grid for Compensation Codes Ending in Letter "J" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	
Step	01	02	03	04	05	06	07	08	09	10	
Range											Range
01	YR	24,304	24,889	25,494	26,225	26,789	27,520	28,334	29,211	30,005	31,111
	MO	2,025	2,074	2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,593
	HR	11.64	11.92	12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.90
02	YR	24,889	25,494	26,225	26,789	27,520	28,334	29,211	30,005	30,965	32,051
	MO	2,074	2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,671
	HR	11.92	12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.35
03	YR	25,494	26,225	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,970
	MO	2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,747
	HR	12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.79
04	YR	26,225	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,802	34,181
	MO	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,734	2,848
	HR	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.71	16.37
05	YR	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,802	34,014	35,329
	MO	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,734	2,834	2,944
	HR	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.71	16.29	16.92
06	YR	27,520	28,334	29,211	30,005	30,965	31,988	32,928	34,076	35,162	36,102
	MO	2,293	2,361	2,434	2,500	2,580	2,666	2,744	2,840	2,930	3,008
	HR	13.18	13.57	13.99	14.37	14.83	15.32	15.77	16.32	16.84	17.29
07	YR	28,334	29,211	30,005	30,965	32,051	32,970	34,160	35,162	35,934	37,521
	MO	2,361	2,434	2,500	2,580	2,671	2,747	2,847	2,930	2,995	3,127
	HR	13.57	13.99	14.37	14.83	15.35	15.79	16.36	16.84	17.21	17.97
08	YR	29,211	30,005	30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,902
	MO	2,434	2,500	2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,325
	HR	13.99	14.37	14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.11
09	YR	30,005	30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,426
	MO	2,500	2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,452
	HR	14.37	14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.84
10	YR	30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,971
	MO	2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,581
	HR	14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.58
11	YR	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,516
	MO	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,710
	HR	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.32
12	YR	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,354
	MO	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,863
	HR	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.20
13	YR	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	48,024
	MO	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	4,002
	HR	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	23.00
14	YR	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,882
	MO	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,157
	HR	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.89
15	YR	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,741
	MO	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,312
	HR	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.78
Step	01	02	03	04	05	06	07	08	09	10	
Comp Code	A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate											
MO - Monthly Salary Rate											
HR - Hourly Salary Rate											

**Appendix H**  
**Compensation Grid N16-C (cont.)**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

Use this Grid for Compensation Codes Ending in Letter "J" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	
Step	01	02	03	04	05	06	07	08	09	10	
Range											Range
16	YR	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,724
	MO	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,477
	HR	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.73
17	YR	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,750
	MO	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,646
	HR	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.70
18	YR	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,817
	MO	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,818
	HR	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.69
19	YR	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,988
	MO	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,999
	HR	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.73
20	YR	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	62,285
	MO	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,190
	HR	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.83
21	YR	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,394
	MO	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,366
	HR	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.84
22	YR	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,774
	MO	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,565
	HR	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.98
23	YR	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	69,155
	MO	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,763
	HR	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	33.12
24	YR	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,765
	MO	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,980
	HR	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.37
25	YR	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	74,249
	MO	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,187
	HR	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.56
26	YR	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,922
	MO	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,410
	HR	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.84
27	YR	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,720
	MO	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,643
	HR	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	38.18
28	YR	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,601
	MO	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,883
	HR	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.56
29	YR	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,608
	MO	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,134
	HR	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	41.00
Step	01	02	03	04	05	06	07	08	09	10	
Comp Code	A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate											
MO - Monthly Salary Rate											
HR - Hourly Salary Rate											

**Appendix H**  
**Compensation Grid N16-D**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

**Use this Grid for Compensation Codes Ending in Letter "K" Only**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	
Range												Range
01	YR 24,304 MO 2,025 HR 11.64	24,889 2,074 11.92	25,494 2,125 12.21	26,225 2,185 12.56	26,789 2,232 12.83	27,520 2,293 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	32,051 2,671 15.35	01
02	YR 24,889 MO 2,074 HR 11.92	25,494 2,125 12.21	26,225 2,185 12.56	26,789 2,232 12.83	27,520 2,293 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	31,905 2,659 15.28	32,970 2,747 15.79	02
03	YR 25,494 MO 2,125 HR 12.21	26,225 2,185 12.56	26,789 2,232 12.83	27,520 2,293 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	31,905 2,659 15.28	32,802 2,734 15.71	34,181 2,848 16.37	03
04	YR 26,225 MO 2,185 HR 12.56	26,789 2,232 12.83	27,520 2,293 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	31,905 2,659 15.28	32,802 2,734 15.71	34,014 2,834 16.29	35,329 2,944 16.92	04
05	YR 26,789 MO 2,232 HR 12.83	27,520 2,293 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	31,905 2,659 15.28	32,802 2,734 15.71	34,014 2,834 16.29	35,162 2,930 16.84	36,102 3,008 17.29	05
06	YR 27,520 MO 2,293 HR 13.18	28,334 2,361 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	31,988 2,666 15.32	32,928 2,744 15.77	34,076 2,840 16.32	35,162 2,930 16.84	35,934 2,995 17.21	37,521 3,127 17.97	06
07	YR 28,334 MO 2,361 HR 13.57	29,211 2,434 13.99	30,005 2,500 14.37	30,965 2,580 14.83	32,051 2,671 15.35	32,970 2,747 15.79	34,160 2,847 16.36	35,162 2,930 16.84	35,934 2,995 17.21	37,313 3,109 17.87	38,649 3,221 18.51	07
08	YR 29,211 MO 2,434 HR 13.99	30,005 2,500 14.37	30,965 2,580 14.83	32,051 2,671 15.35	33,011 2,751 15.81	34,243 2,854 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,426 3,452 19.84	08
09	YR 30,005 MO 2,500 HR 14.37	30,965 2,580 14.83	32,051 2,671 15.35	33,011 2,751 15.81	34,243 2,854 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,971 3,581 20.58	09
10	YR 30,965 MO 2,580 HR 14.83	32,051 2,671 15.35	33,011 2,751 15.81	34,243 2,854 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,516 3,710 21.32	10
11	YR 32,051 MO 2,671 HR 15.35	33,011 2,751 15.81	34,243 2,854 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,307 3,692 21.22	46,354 3,863 22.20	11
12	YR 33,011 MO 2,751 HR 15.81	34,243 2,854 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,307 3,692 21.22	46,124 3,844 22.09	48,024 4,002 23.00	12
13	YR 34,243 MO 2,854 HR 16.40	35,559 2,963 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,307 3,692 21.22	46,124 3,844 22.09	47,773 3,981 22.88	49,882 4,157 23.89	13
14	YR 35,559 MO 2,963 HR 17.03	36,937 3,078 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,307 3,692 21.22	46,124 3,844 22.09	47,773 3,981 22.88	49,632 4,136 23.77	51,741 4,312 24.78	14
15	YR 36,937 MO 3,078 HR 17.69	38,315 3,193 18.35	39,693 3,308 19.01	41,217 3,435 19.74	42,741 3,562 20.47	44,307 3,692 21.22	46,124 3,844 22.09	47,773 3,981 22.88	49,632 4,136 23.77	51,469 4,289 24.65	53,724 4,477 25.73	15
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	
YR - Yearly Salary Rate MO - Monthly Salary Rate HR - Hourly Salary Rate												

**Appendix H**  
**Compensation Grid N16-D (cont.)**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

**Use this Grid for Compensation Codes Ending in Letter "K" Only**

Comp Code		A	B	C	D	E	F	G	H	I	J	K	
Step		01	02	03	04	05	06	07	08	09	10	11	
Range													Range
16	YR	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,750	16
	MO	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,646	
	HR	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.70	
17	YR	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,817	17
	MO	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,818	
	HR	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.69	
18	YR	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,988	18
	MO	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,999	
	HR	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.73	
19	YR	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	62,285	19
	MO	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,190	
	HR	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.83	
20	YR	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,394	20
	MO	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,366	
	HR	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.84	
21	YR	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,774	21
	MO	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,565	
	HR	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.98	
22	YR	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	69,155	22
	MO	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,763	
	HR	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	33.12	
23	YR	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,765	23
	MO	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,980	
	HR	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.37	
24	YR	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	74,249	24
	MO	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,187	
	HR	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.56	
25	YR	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,922	25
	MO	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,410	
	HR	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.84	
26	YR	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,720	26
	MO	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,643	
	HR	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	38.18	
27	YR	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,601	27
	MO	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,883	
	HR	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.56	
28	YR	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,608	28
	MO	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,134	
	HR	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	41.00	
29	YR	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,170	88,719	29
	MO	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,097	7,393	
	HR	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	40.79	42.49	
Step		01	02	03	04	05	06	07	08	09	10	11	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

**Appendix H**  
**Compensation Grid N16-E**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

Use this Grid for Compensation Codes Ending in Letter "L" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
01	YR 24,304	24,889	25,494	26,225	26,789	27,520	28,334	29,211	30,005	30,965	32,051		01
	MO 2,025	2,074	2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,671		
	HR 11.64	11.92	12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.35		
02	YR 24,889	25,494	26,225	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,970		02
	MO 2,074	2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,747		
	HR 11.92	12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.79		
03	YR 25,494	26,225	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,802	34,181		03
	MO 2,125	2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,734	2,848		
	HR 12.21	12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.71	16.37		
04	YR 26,225	26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,802	34,014	35,329		04
	MO 2,185	2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,734	2,834	2,944		
	HR 12.56	12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.71	16.29	16.92		
05	YR 26,789	27,520	28,334	29,211	30,005	30,965	31,905	32,802	34,014	35,162	36,102		05
	MO 2,232	2,293	2,361	2,434	2,500	2,580	2,659	2,734	2,834	2,930	3,008		
	HR 12.83	13.18	13.57	13.99	14.37	14.83	15.28	15.71	16.29	16.84	17.29		
06	YR 27,520	28,334	29,211	30,005	30,965	31,988	32,928	34,076	35,162	35,934	37,313	38,649	06
	MO 2,293	2,361	2,434	2,500	2,580	2,666	2,744	2,840	2,930	2,995	3,109	3,221	
	HR 13.18	13.57	13.99	14.37	14.83	15.32	15.77	16.32	16.84	17.21	17.87	18.51	
07	YR 28,334	29,211	30,005	30,965	32,051	32,970	34,160	35,162	35,934	37,313	38,649		07
	MO 2,361	2,434	2,500	2,580	2,671	2,747	2,847	2,930	2,995	3,109	3,221		
	HR 13.57	13.99	14.37	14.83	15.35	15.79	16.36	16.84	17.21	17.87	18.51		
08	YR 29,211	30,005	30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,971	08
	MO 2,434	2,500	2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,581	
	HR 13.99	14.37	14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.58	
09	YR 30,005	30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,516	09
	MO 2,500	2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,710	
	HR 14.37	14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.32	
10	YR 30,965	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,354	10
	MO 2,580	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,863	
	HR 14.83	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.20	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate  
MO - Monthly Salary Rate  
HR - Hourly Salary Rate

## 115

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range												Range	
11	YR	32,051	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	48,024
	MO	2,671	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	4,002
	HR	15.35	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	23.00
12	YR	33,011	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,882
	MO	2,751	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,157
	HR	15.81	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.89
13	YR	34,243	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,741
	MO	2,854	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,312
	HR	16.40	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.78
14	YR	35,559	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,724
	MO	2,963	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,477
	HR	17.03	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.73
15	YR	36,937	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,750
	MO	3,078	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,646
	HR	17.69	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.70
16	YR	38,315	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,817
	MO	3,193	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,818
	HR	18.35	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.69
17	YR	39,693	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,988
	MO	3,308	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,999
	HR	19.01	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.73
18	YR	41,217	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	62,285
	MO	3,435	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,190
	HR	19.74	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.83
19	YR	42,741	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,394
	MO	3,562	3,692	3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,366
	HR	20.47	21.22	22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.84
20	YR	44,307	46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,774

**Appendix H**  
**Compensation Grid N16-E (cont.)**  
**Commissioner's Plan Supervisory Employees**  
**Ranges 01 - 29**  
**Effective 07/01/2000 - 06/30/2001**

Use this Grid for Compensation Codes Ending in Letter "L" Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
21	YR 46,124	47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	69,155	
	MO 3,844	3,981	4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,763	21
	HR 22.09	22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	33.12	
22	YR 47,773	49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,765	
	MO 4,136	4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,187	22
	HR 22.88	23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.37	
23	YR 49,632	51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	74,249	
	MO 4,289	4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,410	23
	HR 23.77	24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.56	
24	YR 51,469	53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,922	
	MO 4,456	4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,410	6,643	24
	HR 24.65	25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.84	
25	YR 53,474	55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,720	
	MO 4,623	4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,643	6,920	25
	HR 25.61	26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	38.18	
26	YR 55,478	57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,601	
	MO 4,794	4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,134	26
	HR 26.57	27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.56	
27	YR 57,524	59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,608	
	MO 4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,097	7,393	27
	HR 27.55	28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	41.00	
28	YR 59,696	61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,170	88,719	
	MO 4,975	5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,097	7,393	28
	HR 28.59	29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	40.79	42.49	
29	YR 61,972	64,081	66,461	68,800	71,410	73,894	76,525	79,323	82,184	85,170	88,719		
	MO 5,164	5,340	5,538	5,733	5,951	6,158	6,377	6,610	6,849	7,097	7,393		29
	HR 29.68	30.69	31.83	32.95	34.20	35.39	36.65	37.99	39.36	40.79	42.49		
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR - Yearly Salary Rate MO - Monthly Salary Rate HR - Hourly Salary Rate													

*I State Patrol Supervisors*

This Appendix will be submitted at a later date. Once approved, copies will be available from the Department of Employee Relations.



# ***J Department of Human Services/ Confidential Employees- No Layoff Provision***

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## **Introduction**

1. As a result of changes in the Department of Human Services' service delivery system, no confidential employee of a State-operated treatment center or nursing home except a temporary employee or emergency employee shall suffer a reduction in pay or be involuntarily laid off. Hours of work of full-time unlimited confidential employees shall not be involuntarily reduced. The hours of work of part-time confidential employees shall not be involuntarily reduced below their current level of Employer paid insurance contributions.
2. Reduction in confidential employee numbers will be made through normal attrition and through the provisions detailed in the employee mitigation to layoff section below.
3. Nothing in this Plan shall be interpreted as entitling a confidential employee to lifetime employment or as protecting a confidential employee against discharge for just cause.
4. Confidential employees of the department who move to State-operated community based facilities in accord with the re-structuring proposal will be guaranteed rights under M.S. 43A, M.S. 352, and M.S. 354.
5. Training and re-training of confidential employees who, as a result of re-structuring, fill a position in a State-operated community based facility, or confidential employees who fill a position within a facility, or between facilities, will be the responsibility of the Department of Human Services. The Department of Human Services will make every reasonable effort to coordinate training and re-training with public institutions or post-secondary education.
6. Any dispute concerning the interpretation, application or meaning, and relationship to the terms of this Plan must be resolved by the Resolution of Disputes Chapter of this Plan.
7. The terms of the Section are non-precedential.
8. The terms of this Section for each facility extends until the completion of the restructuring at that facility.

**Employee Mitigation to Layoff Section:**

For confidential employees whose positions will be eliminated by implementation of the Department of Human Services' re-structuring plan, a number of options will be offered. If a confidential employee's position is to be eliminated, the following will be simultaneously presented to the employee:

1. job and training opportunities;
2. enhanced separation options;
3. normal separation including recall rights.

In order to reduce involuntary separations otherwise necessary, the most senior confidential employee within a class shall be offered the choice of one of the available options before less senior confidential employees. At the time an offer is made, the confidential employee may select from the options available. Selection of the enhanced separation or normal separation packages preclude exercising any other option. The confidential employee who selects from job and training opportunities [items 1.1 - 1.7] shall choose from all available job and training opportunities. Once such a selection has been made, the confidential employee is precluded from exercising another option from items 1.1 - 1.7 at a later time, unless the confidential employee's position is subsequently eliminated as a result of re-structuring. A confidential employee who selected the job and training opportunities shall be guaranteed at least one job and training opportunity.

**Job and Re-training Opportunities:**

- 1.1 A position of comparable duties and same pay within the same employment condition and within the same Regional Center.
- 1.2 A position in a State-operated community based residential or day habilitation services or a position in the technical support group for those services. Such positions could be of comparable duties and same pay and within the same employment condition. Relocation expenses will be paid by the Department of Human Services.
- 1.3 A position which the parties agree can best be filled by upgrading existing staff and for which the Department of Human Services agrees to pay the cost of necessary training or certification.
- 1.4 Up to 160 hours training necessary to qualify for a comparable job (i.e., no reduction in pay) and the subsequent offer of that job within the same or another Regional Treatment Center or State nursing home. Relocation expenses will be paid by the Department of Human Services.
- 1.5 A position of comparable duties and same pay, within the same employment condition, at another State agency within a reasonable commuting distance.

- 1.6 A position of comparable duties and same pay, within the same employment condition at another State agency or Regional Treatment Center. Relocation expenses will be paid by the Department of Human Services.
- 1.7 A position at any State agency pursuant to the activation of M.S. 246.60 by the Commissioner of Employee Relations and Administration. Relocation expenses will be paid by the Department of Human Services.

A confidential employee who refuses a job and training opportunity not requiring relocation waives his/her right to enhanced separation. A confidential employee who does not accept a job and training opportunity requiring relocation shall be entitled to select the enhanced separation option or normal separation.

**Enhanced Separation Package:**

- 2.1 Retirement, with employer-paid insurance benefits as negotiated under Chapter 605 (1988 Session Laws); or
- 2.2 In addition to benefits provided under this Plan, a one-time enhanced payment not to exceed \$7500, based on 5% of the employee's base salary or wage, not to exceed \$1250.00 multiplied by the number of years of State service. For employees selecting this option, the Department of Human Services agrees not to contest any unemployment insurance determination. For purposes of reporting payment under this subdivision, if an employee certifies that the payment is to be used for or to support retraining or education, the payment shall be deemed a retraining benefit; or
- 2.3 In lieu of the one-time enhanced payment, tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the enhanced payment to which the employee would be entitled.

An employee electing the enhanced separation options waives his/her recall rights under this Plan.

**Normal Separation Package:**

- 3.1 Normal separation, with all rights provided by this Plan.

# **K**                      ***Statutory Appeal Procedure For Discharge, Suspension, Demotion or Reduction in Pay***

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## **M.S. 43A.33 GRIEVANCES.**

Subdivision 1. Discharge, suspension, demotion for cause, salary decrease. Managers and employees shall attempt to resolve disputes through informal means prior to the initiation of disciplinary action. No permanent employee in the classified service shall be reprimanded, discharged, suspended without pay, or demoted, except for just cause.

Subd. 2. Just cause. For purposes of this section, just cause includes, but is not limited to, consistent failure to perform assigned duties, substandard performance, insubordination, and serious violation of written policies and procedures, provided the policies and procedures are applied in a uniform, nondiscriminatory manner.

Subd. 2a. Abuse. In an arbitration or hearing proceeding involving discipline of an employee for allegedly abusing a resident of a state hospital or a state nursing home, "abuse" includes but is not limited to:

- (1) Conduct which constitutes abuse under policies or procedures adopted by state hospitals or state nursing homes; or
- (2) Any act which constitutes a violation under sections 609.221 to 609.235, 609.322, 609.342, 609.343, 609.344, or 609.345; or
- (3) The intentional and nontherapeutic infliction of physical pain or injury, or any persistent course of conduct intended to produce mental or emotional distress.

Subd. 3. Procedures. Procedures for discipline and discharge of employees covered by collective bargaining agreements shall be governed by the agreements. Procedures for employees not covered by a collective bargaining agreement shall be governed by this subdivision and by the commissioner's and managerial plans.

(a) For discharge, suspension without pay or demotion, no later than the effective date of such action, a permanent classified employee not covered by a collective bargaining agreement shall be given written notice by the appointing authority. The content of that notice as well as the employee's right to reply to the appointing authority shall be as prescribed in the grievance procedure contained in the applicable plan established pursuant to section 43A.18. The notice shall also include a statement that the employee may elect to appeal the action to the office of administrative hearings within 30 calendar days following the effective date of the disciplinary action. A copy of the notice and the employee's reply, if any, shall be filed by the appointing authority with the commissioner no later than ten calendar days following the effective date of the disciplinary action. The commissioner shall have final authority to decide whether the appointing authority shall settle the dispute prior to the hearing provided under subdivision 4.

(b) For discharge, suspension, or demotion of an employee serving an initial probationary period, and for noncertification in any subsequent probationary period, grievance procedures shall be as provided in the plan established pursuant to section 43A.18.

(c) Any permanent employee who is covered by a collective bargaining agreement may elect to appeal to the chief administrative law judge within 30 days following the effective date of the discharge, suspension, or demotion if the collective bargaining agreement provides that option. In no event may an employee use both the procedure under this section and the grievance procedure available pursuant to sections 179A.01 to 179A.25.

Subd. 4. Appeals; public hearings, findings. Within ten days of receipt of the employee's written notice of appeal, the chief administrative law judge shall assign an administrative law judge to hear the appeal.

The hearing shall be conducted pursuant to the contested case provisions of chapter 14 and the procedural rules adopted by the chief administrative law judge. If the administrative law judge finds, based on the hearing record, that the action appealed was not taken by the appointing authority for just cause, the employee shall be reinstated to the position, or an equal position in another division within the same agency, without loss of pay. If the administrative law judge finds that there exists sufficient grounds for institution of the appointing authority's action but the hearing record establishes extenuating circumstances, the administrative law judge may reinstate the employee, with full, partial, or no pay, or may modify the appointing authority's action. The administrative law judge's order shall be the final decision, but it may be appealed according to the provisions of sections 14.63 to 14.68. Settlement of the entire dispute by mutual agreement is encouraged at any stage of the proceedings. Any settlement agreement shall be final and binding when signed by all parties and submitted to the chief administrative law judge of the office of administrative hearings. Except as provided in collective bargaining agreements the appointing authority shall bear the costs of the administrative law judge for hearings provided for in this section.

History: 1981 c 210 s 33; 1982 c 424 s 130; 1982 c 560 s 31-33; 1984 c 425 s 1; 1984 c 462 s 27; 1984 c 544 s 82,83; 1986 c 444; 1987 c 186 s 10

# ***L Tuition Waiver for Employees of the Minnesota State Colleges and Universities***

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Full-time unlimited and seasonal and part-time unlimited and seasonal confidential employees who have completed three (3) consecutive years of service in the Minnesota State Colleges and Universities or one of the predecessor agencies shall be eligible for tuition waiver benefits on the same basis and in the same amount as employees covered by the collective bargaining agreement covering comparable classifications.

**M**

## ***Addendum for Medical Specialists***

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The Addendum for medical specialists is printed under separate cover.

Copies are available upon request from the Department of Employee Relations.

***N***

***DNR Division of  
Enforcement Supervisors***

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This Appendix will be submitted at a later date. Once approved, copies will be available from the Department of Employee Relations.



# O

## High Cost Centers for Meal Reimbursement

### Metropolitan Area

### Cities and Counties Included in High Cost Center

Atlanta, GA  
Baltimore, MD  
Boston, MA

Chicago, IL  
Cleveland, OH  
Dallas/Fort Worth, TX  
Denver, CO  
Detroit, MI  
Hartford, CT  
Houston, TX  
Kansas City, KS

Kansas City, MO

Los Angeles, CA

Miami, FL  
New Orleans, LA  
New York City, NY

Philadelphia, PA

Portland, OR  
Saint Louis, MO  
San Diego, CA  
San Francisco, CA  
Seattle, WA  
Washington, D.C.

Clayton, De Kalb, Fulton, Cobb and Gwinett Counties  
Baltimore and Hartford Counties  
Norfolk and Suffolk Counties in Massachusetts and Essex and Middlesex Counties in New Jersey  
Du Page, Cook and Lake Counties  
Cuyahoga County  
Dallas and Tarrant Counties  
Denver, Adams, Arapahoe and Jefferson Counties  
Wayne County  
Hartford and Middlesex Counties  
Harris County, LBJ Space Center and Ellington AFB  
Johnson and Wyandotte Counties in Kansas (see also Kansas City, MO)  
Clay, Jackson and Platte Counties in Missouri (see also Kansas City, KS)  
Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station  
Dade County  
Parishes of Jefferson, Orleans, Plaquemines and St. Bernard  
The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island and the Counties of Nassau, Suffolk and Westchester in New York State; Fairfield County in Connecticut; and the Counties of Bergen, Essex, Hudson, Middlesex, Passaic, and Union in New Jersey  
The Counties of Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania and the Counties of Burlington and Gloucester in New Jersey  
Multnomah County  
St. Charles and St. Louis Counties  
San Diego County  
San Francisco County  
King County  
Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland

# ***P***

## ***Rights to Access and Contest Data***

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This Appendix explains our understanding of employees' rights, under statute, to access and contest information in personnel and supervisory files. The explanation is for informational purposes only and is not subject to the dispute resolution procedures of this Plan. The information provided may be affected by future changes in law and rule.

Under the provisions of the Minnesota Data Practices Act, an employee has the right to access personnel data and to authorize release of such data to representatives, provided that the information is specific to the individual making the request and has not been designated as confidential or protected non-public. In State agencies, personnel data on employees are maintained by Human Resource Offices and management/supervisory staff. The contents of these personnel files, other than any data designated as confidential or protected non-public, shall be disclosed to the employee on request and in accord with agency procedures. Questions about the contents of these files should be directed to the person responsible for maintaining the data.

Additionally, an employee has the right to formally contest the accuracy or completeness of these data. To exercise this right, the employee must notify the responsible authority in writing describing the nature of the disagreement. Within 30 days, the responsible authority must either 1) correct the data found to be inaccurate or incomplete or 2) notify the individual that they believe the data to be correct. This determination may then be appealed under the Administrative Procedures Act relating to contested cases. Further details are provided in Minnesota Statutes 13.04, subdivision 4, and Minnesota Rules, Chapter 1205. The process is subject to future changes in law and rule. Employees do not have a unilateral right to decide what material should be placed in their personnel files, only to contest whether information placed there by the responsible authority is complete and accurate.

# Q *Compensation Policy for Information Technology Classes*

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The State of Minnesota, Department of Employee Relations modifies the salary administration provisions of the 1999-2001 Commissioner's Plan for information technology professional and supervisory employees as stated below.

1. The provisions of this salary administration policy are limited to Commissioner's Plan employees in the professional and supervisory classes listed below:

## A. Professional Classes (Salary Grid N14-F):

Class Code	Class Title	Salary Range Assignment
003583	Information Technology Specialist 1	6M
003584	Information Technology Specialist 2	9O
003585	Information Technology Specialist 3	14O
003586	Information Technology Specialist 4	17O
003587	Information Technology Specialist 5	19P
003352	Systems Architect	21P

## B. Supervisory Classes (Salary Grid N16-G):

Class Code	Class Title	Salary Range Assignment
002149	EDP Operations Control/Shift Supervisor	15K
002836	Management Information Systems Supv 1	16M
000254	EDP Operations Supervisor 3	18M
003220	Management Information Systems Supv 2	20P*
002126	Programmer Analyst Supervisor	20P*
001860	Computer Center Director	21P
002137	Information Systems Software Services Supv	21P
001001	Information Systems Training Supervisor	21P
002954	Management Info System Consultant Supv	21P
002132	Systems Analysis Unit Supervisor	21P
001089	Systems Supervisor	23P**
000987	Administrative Systems Supervisor	25P
001000	Information Systems Manager	25P

\*Movement from ITS 4 to 20P supervisory classes and from ITS supervisory classes in salary range 20P to supervisory classes in salary range 21P shall be treated as promotions per A.P. 15.6, exceptions to the transfer policy.

**\*\*Movement from ITS 5 to 23P supervisory classes shall be treated as promotions per A.P. 15.6, exception to the transfer policy.**

2. The salary ranges for the classifications listed in section 1 shall be those shown in the attached salary grids.
3. Employees in these classes who have not reached the maximum rate for their classification shall continue to be eligible to receive performance increases as stated in "Performance Based Salary Increases" in Chapter 14 of this Plan.
4. At the discretion of the Appointing Authority, an employee may receive additional discretionary increases other than the "Performance Based Salary Increases" stated in the Plan or the "General Salary Increases" described in section 6 of this policy. The following factors must be considered when deciding whether additional discretionary increases shall be granted: 1) employee performance; 2) applicable skills; 3) salaries of other employees in related classes; 4) salaries paid by other employers. The Appointing Authority shall prepare and maintain written documentation of the rationale for each increase granted under this section.

These additional discretionary increases cannot place an employee's salary above the maximum rate of their salary range as shown on the attached grids, unless a "market rate" maximum has been approved as described in section 5.

5. At the request of an Appointing Authority, DOER may establish a higher maximum rate for positions within a classification. This "market rate" maximum shall not exceed the established salary range maximum rate, as shown in the attached grids, by more than 10%. The Appointing Authority has the discretion to set the salary of an employee above the salary range maximum and up to the "market rate" maximum.

An employee whose salary rate exceeds the salary range maximum because of "market rate" may receive "Performance Based Increases" or "General Salary Increases" at the discretion of the Appointing Authority as long as an increase does not place an employee's salary over the "market rate" maximum.

6. The salary ranges and rates for affected classes and the salary rates of employees in the classes listed in section 1 shall be increased in the same manner and amount provided in "First Year General Salary Increases" and "Second Year General Salary Increases" in Chapter 14 of this Plan. However, see section 5 if an employee's salary exceeds the salary range maximum and a "market rate" maximum applies.
7. At the discretion of the Appointing Authority, a candidate accepting an initial appointment to a position in a classification listed in section 1 may receive an incentive of up to \$5,000. Current state employees are not eligible for the incentive. The amount of the incentive shall be determined by the Appointing Authority. The employee shall receive one-half of the incentive amount upon completion of six months of continuous satisfactory service in a classification listed in section 1 of this policy. The employee shall receive the other one-half of the incentive amount upon completion of 18 months of continuous satisfactory service with the hiring agency in any of the classifications covered by this policy.

8. At the discretion of the Appointing Authority, employees in classes listed in section 1A may be eligible to receive a lump sum payment of \$500 for making the first referral of a candidate who accepts a pre-designated vacancy and completes 6 months of continuous satisfactory service in any class listed in section 1 of this policy. The Appointing Authority may designate individual vacant positions or entire classifications. This provision only applies to the appointment of candidates who are not currently state employees. No more than one lump sum payment shall be paid for each designated vacancy. Prior to offering to make such lump sum payments for referrals, the Appointing Authority shall establish procedures for recording referrals and determining which employee made the first referral of a candidate.
9. The Commissioner of Employee Relations may modify or terminate any of the provisions of this Appendix.
10. The provisions of this Appendix are effective July 1, 1999.

**Effective 07/01/1999 - 06/30/2000**

YR - Yearly Salary Rate  
MO - Monthly Salary Rate  
HR - Hourly Salary Rate

**Effective 07/01/1999 - 06/30/2000**

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range																		
132	15	YR	36,916	38,315	39,693	41,217	42,741	44,307	46,124	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081
	MO	3,076	3,193	3,308	3,435	3,562	3,692	3,844	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,440
	HR	17.68	18.35	19.01	19.74	20.47	21.22	22.09	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.74
	18	YR	41,217	42,741	44,307	46,124	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389
	MO	3,435	3,562	3,692	3,844	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158
	HR	19.74	20.47	21.22	22.09	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39
	19	YR	42,741	44,307	46,124	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894
	MO	3,562	3,692	3,844	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377
	HR	20.47	21.22	22.09	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65
	20	YR	44,307	46,124	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525
	MO	3,692	3,844	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597
	HR	21.22	22.09	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96
	21	YR	46,124	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525	79,344
	MO	3,844	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597	6,821
	HR	22.09	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96	39.36
	22	YR	47,794	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525	79,344	82,184
	MO	3,983	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597	6,821	7,049
	HR	22.89	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96	39.36	40.80
	23	YR	49,653	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525	79,344	82,184	85,190
	MO	4,138	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597	6,821	7,049	7,281
	HR	23.78	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96	39.36	40.80	42.28
	24	YR	51,469	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525	79,344	82,184	85,190	88,281
	MO	4,289	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597	6,821	7,049	7,281	7,513
	HR	24.65	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96	39.36	40.80	42.28	43.79
25	YR	53,453	55,499	57,524	59,696	61,972	64,081	66,461	68,820	71,389	73,894	76,525	79,344	82,184	85,190	88,281	91,434	
MO	4,454	4,625	4,794	4,975	5,164	5,340	5,538	5,735	5,949	6,158	6,377	6,597	6,821	7,049	7,281	7,513	7,745	
HR	25.60	26.58	27.55	28.59	29.68	30.69	31.83	32.96	34.19	35.39	36.65	37.96	39.36	40.80	42.28	43.79	45.39	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
YR - Yearly Salary Rate																		
MO - Monthly Salary Rate																		
HR - Hourly Salary Rate																		

**Effective 07/01/2000 - 06/30/2001**

[illegible]



**Appendix Q**  
**Compensation Grid N16-G**

**Effective 07/01/2000 - 06/30/2001**

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Range																
15	YR	38,043	39,463	40,883	42,470	44,015	45,623	47,502	49,235	51,135	53,014	55,353				
	MO	3,170	3,289	3,407	3,539	3,668	3,802	3,959	4,103	4,261	4,418	4,613				
	HR	18.22	18.90	19.58	20.34	21.08	21.85	22.75	23.58	24.49	25.39	26.51				
18	YR	42,470	44,015	45,623	47,502	49,235	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,315		
	MO	3,539	3,668	3,802	3,959	4,103	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,526		
	HR	20.34	21.08	21.85	22.75	23.58	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.76		
19	YR	44,015	45,623	47,502	49,235	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539
	MO	3,668	3,802	3,959	4,103	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128
	HR	21.08	21.85	22.75	23.58	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.61	32.78	33.95	35.22
20	YR	45,623	47,502	49,235	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539	76,108
	MO	3,802	3,959	4,103	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128	6,342
	HR	21.85	22.75	23.58	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.61	32.78	33.95	35.22	36.45
21	YR	47,502	49,235	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539	76,108	78,843
	MO	3,959	4,103	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128	6,342	6,570
	HR	22.75	23.58	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.61	32.78	33.95	35.22	36.45	37.76
22	YR	49,235	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539	76,108	78,843	81,703
	MO	4,103	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128	6,342	6,570	6,809
	HR	23.58	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.61	32.78	33.95	35.22	36.45	37.76	39.13
23	YR	51,135	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539	76,108	78,843	81,703	84,648
	MO	4,261	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128	6,342	6,570	6,809	7,054
	HR	24.49	25.39	26.37	27.38	28.38	29.45	30.57	31.61	32.78	33.95	35.22	36.45	37.76	39.13	40.54
24	YR	53,014	55,061	57,169	59,257	61,492	63,830	66,002	68,445	70,888	73,539	76,108	78,843	81,703	84,648	87,738
	MO	4,418	4,588	4,764	4,938	5,124	5,319	5,500	5,704	5,907	6,128	6,342	6,570	6,809	7,054	7,311

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## ***Other Policies***

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Following is a list of other documents which may be of interest to employees covered by this Plan. To review a copy, contact your agency human resource office. In addition, the asterisked items are available on the Department of Employee Relations web page at [www.doer.state.mn.us](http://www.doer.state.mn.us).

\*Frequently Asked Question on FMLA (Family and Medical Leave Act) -- revised July, 1999

State of Minnesota Travel Policy (Department of Administration)

\*State of Minnesota Zero Tolerance of Sexual Harassment Policy -- updated 6/17/96

Statewide Policy on Electronic Communication and Technology Ethics -- dated 11/15/97

\*Statewide Policy on FMLA (Family and Medical Leave Act) -- revised 7/30/99

\*Statewide Policy on Sick Leave -- revised 7/31/97