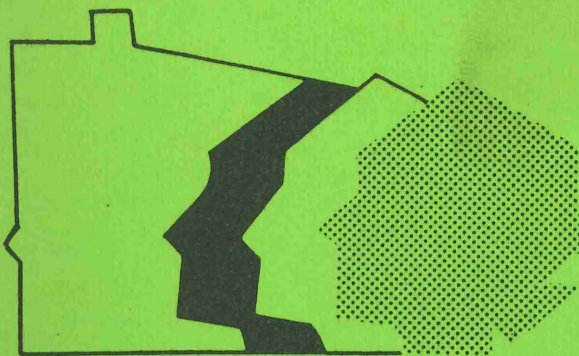


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State of Minnesota
Department of Employee Relations

COMMISSIONER'S PLAN

July 1, 1981–June 30, 1983

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Department of Employee Relations
State of Minnesota

COMMISSIONER'S PLAN

July 1, 1981 through June 30, 1983

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COMMISSIONER'S PLAN

1981 - 1983

Chapter I. EMPLOYEES COVERED

The Commissioner's Plan authorized by M.S. 43A.18, subd. 2 establishes the compensation, terms and conditions of employment for all non-managerial classified and unclassified employees who are not covered by a collective bargaining agreement and who are not otherwise provided for in law or who are not in the Career Executive Service.

Chapter II. HOURS OF WORK

- A. Work Day. The work day normally consists of eight hours of work within a 24 hour period, exclusive of an unpaid lunch period. Should it become necessary to establish schedules departing from the normal work day in the interest of efficient operations, to meet the needs of the public or an Agency, to provide for more beneficial service delivery, or to better utilize facilities or the work force the appointing authority shall give affected employees reasonable notice.
- B. Work Week. The work week consists of five days, normally Monday through Friday, totaling 40 hours. Should it become necessary to establish schedules departing from the normal work week including a variable work schedule in the interest of efficient operations, to meet the needs of the public or an Agency, to provide for more beneficial service delivery, or to better utilize facilities or the work force, the appointing authority shall give reasonable notice to affected employees. In such instances, 40 hours continues to constitute a normal work week. Schedules other than five eight hour days in effect on July 1, 1981 may continue without further notice to the employees.
- C. Flexible Work Schedules. Employees may request a modification from their current work schedule to any schedule providing eight consecutive hours of work, exclusive of an unpaid lunch period. The appointing authority has the discretion to approve 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.
- D. Emergency Work Schedules. Situations necessitating changes in work schedules may arise which are outside the control of the appointing authority. In such cases, the appointing authority may change work schedules without advance notice for as long as the appointing authority deems such alternative schedules necessary.
- E. Meal Periods. Employees shall have an unpaid lunch period of no less than 30 minutes nor more than 60 minutes, the duration of which is at the discretion of the appointing authority.
- F. Rest Periods. Employees shall have a 15 minute paid rest period during each one-half of a normal work day. The scheduling of employee rest periods is at the discretion of the appointing authority. Rest periods may not be accumulated.

Chapter III. OVERTIME

- A. Overtime Hours. All paid vacation time, paid holidays, paid sick leave, compensatory time off, and paid leaves of absence shall be considered "time worked" for purposes of this Chapter.

Part-time employees whose established work day is less than eight hours shall not be considered to be working overtime until they have completed eight hours of work.

B. Overtime Compensation Rates.

1. Nonexempt. Employees determined to be nonexempt under the Minnesota Fair Labor Standards Act (MFLSA), shall be compensated for all hours worked in excess of an eight hour work day or on any regularly scheduled day of rest or holiday at the rate of one and one-half times their regular hourly rate of pay including differential, when working such hours is required by an authorized supervisor or has the approval of an authorized supervisor.
2. Exempt. Employees determined to be exempt under MFLSA may receive overtime compensation at their regular rate of pay only for special assignments outside their normal duties or for emergencies. Prior written approval of the appointing authority for such overtime is required.

In emergency situations the Commissioner shall make a determination as to whether confidential employees covered by this section may be compensated at the rate of time and one-half their regular hourly rate of pay after eight hours.

C. Liquidation Procedures.

1. Method. At the discretion of the appointing authority, all overtime hours shall be liquidated in either compensatory time off or cash.
2. Special Provisions. Overtime credit must be liquidated within six months from the date earned or prior to any change in the employees' regular rate of pay or prior to leave of absence without pay. An appointing authority may request the Commissioner to approve an extension of such liquidation not to exceed three months. Employees who are separated or laid off shall be paid for any overtime accumulated as of the date of the layoff.
3. No Pyramiding. Under no conditions may overtime hours worked be paid more than once for the same hours.

- D. On Call. If the appointing authority instructs an employee to be on-call and available to work during an off duty period, the employee is not required to remain in a fixed location, but must leave word where he/she may be reached by telephone or by an electronic signaling device. Appointing authorities shall develop agency plans to reimburse employees required to be on-call and submit them to the Commissioner for approval.

Chapter IV. HOLIDAYS

A. Eligibility. All employees except intermittent employees, non-tenured laborers, emergency employees, temporary employees, student workers, and employees on a project authorized to receive salary up to 70% above the maximum of the range for their class are eligible for paid holidays. Employees otherwise eligible for holiday pay who have been promoted temporarily shall continue to be eligible.

B. Observed Holidays.

1. The following days shall be observed as paid holidays for all eligible employees assigned to a Monday through Friday five day operation:

Friday, July 3, 1981 - Independence Day
Monday, September 7, 1981 - Labor Day
Wednesday, November 11, 1981 - Veteran's Day
Thursday, November 26, 1981 - Thanksgiving Day
Friday, November 27, 1981 - Day after Thanksgiving
Friday, December 25, 1981 - Christmas
Friday, January 1, 1982 - New Year's
Monday, February 15, 1982 - President's Day
Monday, May 31, 1982 - Memorial Day
Monday, July 5, 1982 - Independence Day
Monday, September 6, 1982 - Labor Day
Thursday, November 11, 1982 - Veteran's Day
Thursday, November 25, 1982 - Thanksgiving Day
Friday, November 26, 1982 - Day after Thanksgiving
Friday, December 24, 1982 - Christmas
Friday, December 31, 1982 - New Year's
Monday, February 21, 1983 - President's Day
Monday, May 30, 1983 - Memorial Day

2. The following days shall be observed as paid holidays for all eligible employees assigned to a seven day operation:

Saturday, July 4, 1981 - Independence Day
Monday, September 7, 1981 - Labor Day
Wednesday, November 11, 1981 - Veteran's Day
Thursday, November 26, 1981 - Thanksgiving Day
Friday, November 27, 1981 - Day after Thanksgiving
Friday, December 25, 1981 - Christmas
Friday, January 1, 1982 - New Year's
Monday, February 15, 1982 - President's Day

Monday, May 31, 1982 - Memorial Day
Sunday, July 4, 1982 - Independence Day
Monday, September 6, 1982 - Labor Day
Thursday, November 11, 1982 - Veteran's Day
Thursday, November 25, 1982 - Thanksgiving Day
Friday, November 26, 1982 - Day after Thanksgiving
Saturday, December 25, 1982 - Christmas
Saturday, January 1, 1983 - New Year's
Monday, February 21, 1983 - President's Day
Monday, May 30, 1983 - Memorial Day

3. Floating Holiday. Employees shall receive one floating holiday each fiscal year of this Plan. The employee shall request the floating holiday in advance. The scheduling of such a day shall be subject to mutual agreement between the appointing authority and the employee based upon staffing needs. The appointing authority may limit the number of employees that may be absent on any given day subject to the operational needs of the agency as determined by the appointing authority. The floating holiday shall be taken in the fiscal year in which it is earned or it is lost. No cash payment shall be made for a floating holiday.

- C. Holiday Pay Entitlement. In order to receive a paid holiday, an eligible employee shall be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s).

Any eligible employee mandatorily retired on a holiday or holiday weekend shall be entitled to be paid for the holiday(s).

- D. Holiday Pay. Holiday pay shall be computed at 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 full time shall have their holiday pay pro-rated. See Appendix A.

With the approval of the supervisor, part-time employees may be allowed to arrange their work schedules in payroll periods that include a holiday to avoid any reduction in salary due to a loss of hours because of the proration of holiday hours, provided such rescheduling does not result in the payment of overtime.

- E. Work on a Holiday. The appointing authority shall have discretion to pay an eligible employee who works on a designated holiday:

1. in cash or compensatory time off at the employee's appropriate overtime rate for all hours worked in addition to holiday pay provided for in D above; or,

2. in cash at the employee's appropriate rate for all hours worked in addition to an alternative holiday in lieu of holiday pay provided for in D above. The appointing authority shall, after consultation with the employee, designate such alternative holiday within 90 calendar days of the last date of the pay period in which the holiday occurs. This option shall not be available for employees who work less than their normal work day on a holiday.

F. Religious Holidays. When a religious holiday, not observed as a holiday as provided in B 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 religious holidays shall be taken without pay except where the employee has sufficient accumulated vacation leave or accumulated compensatory time or, by mutual consent, is able to make the time up within the same payroll period. Employees shall notify their supervisor of their intention to observe the religious holiday in advance of the holiday.

Chapter V. VACATION LEAVE

A. Eligibility. All employees except intermittent employees, non-tenured laborers, emergency employees, temporary employees, student workers, and employees on a project who are authorized to receive salary up to 70% above the maximum of the range for their class are eligible to accrue vacation leave. Employees otherwise eligible for vacation leave who have been promoted temporarily shall continue to be eligible.

B. Accrual Schedule.

<u>Length of Service Requirement</u>	<u>Rate Per Full Payroll Period</u>
0 thru 5 years	4 working hours
After 5 thru 8 years	5 working hours
After 8 thru 12 years	7 working hours
After 12 thru 20 years	7.5 working hours
Over 20 years	8 working hours

Eligible employees being paid for less than a full 80 hour pay period shall have their vacation accruals pro-rated in accordance with the schedule set forth in Appendix B.

C. Special Vacation Leave Provisions. For purposes of determining changes in an employee's accrual rate, Length of Service Requirement shall not include periods of suspension or unpaid non-medical leaves of absence that are more than one full payroll period in duration.

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.

An eligible employee who is reinstated or reappointed to State service on or after January 1, 1979, and who was mandatorily retired at age 65 prior to January 1, 1979, shall accrue vacation leave at the same rate with the same credit for continuous service that existed at the time of such mandatory retirement.

An eligible employee who is reinstated or reappointed to State service within one year of the date of resignation in good standing or retirement, shall accrue vacation leave at the same rate with the same credit for length of service that existed at the time of separation.

An eligible employee who is reinstated or reappointed to State service after one year but not more than four years from the date of resignation in good standing, retirement or layoff may at the appointing authority's discretion accrue vacation leave at the same rate with the same credit for continuous service that existed at the time of separation.

Employees in the unclassified service of the State who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have their accumulated but unused vacation leave balance posted to their credit in the records of the employing agency in accordance with the accrual schedule established above.

An employee shall not earn vacation during the first six months of continuous service. Upon completion of six months of continuous service, the employee shall be credited with vacation leave beginning with the date of hire into an eligible position. Vacation leave may be accumulated to a maximum of 240 hours. In emergency situations, the Commissioner may temporarily suspend the maximum.

Vacation leave hours shall not be used during the payroll period in which the hours are accrued.

Employees on a military leave shall earn and accrue vacation leave as though actually employed, without regard to the maximum accumulation set forth above. Vacation earned in excess of the maximum accumulation shall be taken within two years of the date the employee returns from military leave.

- D. Vacation Requests. Whenever practicable, employees shall submit written requests for vacation leave on forms furnished by the appointing authority in advance of the period of absence. The appointing authority has discretion in granting or denying vacation leave, but shall make a reasonable effort to schedule employee vacations at a time agreeable to the employee insofar as staffing needs of the work unit permit.
- E. Vacation Charges. Employees who use vacation shall be charged only for the number of hours they would have been scheduled to work during the period of absence. Vacation leave shall not be granted in increments of less than one-half hour except to permit use of lesser fractions that have been accrued. Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation day.

Employee vacation 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 such accrued leave.

Should an employee become ill or disabled while on vacation, vacation leave shall be changed to sick leave, effective the date of the illness or disability, upon timely notice to the employee's supervisor.
- F. Work During Vacation Period. Except in emergencies, no employee shall be required to work during the employee's vacation once the vacation request has been approved.
- G. Vacation Rights. An employee who is transferred, demoted, or promoted to the service of another appointing authority shall have accumulated vacation leave transferred, provided, however, that all or a portion of such leave may be liquidated in cash at the option of the employee.

A classified or unclassified employee separated from State service shall be compensated in cash, at the employee's current rate of pay, for all vacation leave credited to the employee at the time of separation. Employees on seasonal or temporary layoff shall be allowed to retain their accumulated vacation credit.

Chapter VI. SICK LEAVE

- A. Eligibility. All employees except intermittent employees, non-tenured laborers, emergency employees, temporary employees, student workers, and employees on a project who are authorized to receive salary up to 70% above the maximum of the range for their class are eligible to accrue sick leave. Employees otherwise eligible for sick leave who have been promoted temporarily shall continue to be eligible.
- B. Sick Leave Accrual. All full-time employees earn sick leave at the rate of four hours per pay period of continuous employment beginning with their date of hire until 900 hours have been accrued. After 900 hours have been accrued, employees shall earn sick leave at the rate of two hours per pay period as long as the 900 hours is maintained. This time will be credited to the employee in a lapsed sick leave bank.

Eligible employees being paid for less than a full 80 hour pay period shall have sick leave accruals pro-rated in accordance with the schedule set forth in Appendix C.

An eligible employee who is reinstated or reappointed to State service on or after January 1, 1979, and who was mandatorily retired at age 65 prior to January 1, 1979, shall have accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the employing agency.

An eligible employee who is reinstated or reappointed to State service within one year of the date of resignation in good standing or retirement shall have accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the employing agency.

An eligible employee who is reinstated or reappointed to State service after one year but not more than four years from the date of resignation in good standing or retirement may have accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the agency at the discretion of the new appointing authority.

An employee in the unclassified service who is subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have his/her accumulated but unused sick leave balance posted to his/her credit in the records of the employing agency in accordance with the accrual rates established above.

- C. Usage. Any employee shall be granted sick leave with pay to the extent of the employee's accumulated sick leave credit for absences necessitated by: 1) illness or disability; 2) medical, chiropractic, or dental care for the employee; 3) exposure to contagious disease which endangers the health of other employees, clients, or the public; or, 4) illness of a spouse, minor or dependent children, or parent who is living in the same household of the employee, for such reasonable periods as the employee's attendance may be necessary. A pregnant employee may use sick leave during the period of time that she is unable to work because of pregnancy. Sick leave to arrange

for necessary nursing care for members of the family, or birth or adoption of a child shall be limited to not more than three days. Sick leave shall be granted for a reasonable period of time in case of death of a spouse, or parents of the spouse, or the parents, grandparents, guardian, children, grandchildren, brothers, sisters, or wards of the employee, including necessary travel time; but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

Employees who have lapsed sick leave time recorded to their credit may, with approval of the appointing authority, have the lapsed sick leave restored in the event of an extended illness.

Eligible employees may use their accrued sick leave as it is earned with the approval of the appointing authority when absence is necessitated by inability to perform the duties of the position by reason of illness or other reasons set forth above.

Employees using sick leave will have such leave deducted from the first 900 hours accumulated. Employees whose sick leave balance falls below the 900 hours accumulation shall again accrue sick leave at four hours per payroll period until their accumulation again reaches 900 hours.

Sick leave hours shall not be used during the payroll period in which the hours are accrued.

Employees using leave may be required to furnish a statement from their 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 fit to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public.

Employee 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.

The abuse of sick leave shall constitute just cause for disciplinary action.

- D. Requests. Whenever practicable, employees shall submit written requests for sick leave on forms furnished by the Appointing Authority in advance of the period of absence. When advance notice is not possible, employees shall notify their supervisor by telephone or other means at the earliest opportunity.
- E. 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-half hour except to permit usage of lesser fractions that have been accrued. Holidays that occur during sick leave periods will be paid as a holiday and not charged as a sick leave day.

An employee incurring an on the job injury shall be paid the employee's regular rate of pay for the remainder of the work shift. Any necessary sick leave charges for employees so injured shall not commence until the first scheduled work day following the injury.

- F. Transfer, Demotion, Promotion to Another Appointing Authority. An employee who is transferred, demoted or promoted to another appointing authority without an interruption in service shall be credited with the sick leave balance earned in the former state agency.
- G. Sick Leave Credit from Another Public Jurisdiction. An employee who had immediate prior service in another jurisdiction may be credited with up to 12 days of sick leave earned in that jurisdiction at the discretion of the new appointing authority.

Chapter VII. OTHER LEAVES OF ABSENCE

- A. Application for Leave. As far as practicable, all requests for a leave of absence shall be submitted in writing by the employee to the employee's immediate supervisor prior to the beginning of the period of absence. The request shall state the reason for and the anticipated duration of the leave of absence.
- B. Authorization for Leave. All requests for a leave of absence shall be answered promptly by the supervisor.
- C. Leaves of Absence - Paid. Paid leaves of absence shall not exceed the employee's normal work schedule.

- 1. Athletic Leave of Absence. Leave shall be granted for the purpose of preparing for and engaging in world, Olympic, or Pan American games competition (M.S. § 15.62).
- 2. Court Appearance Leave. Leave shall be granted 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 leave to appear and testify in private litigation not as an officer of the state but as an individual, shall be charged as a vacation leave, leave of absence without pay, or as a deduction from authorized accumulated overtime.

- 3. Education Leave. Leave shall be granted for educational purposes if such education is required by the appointing authority or is part of a scholarship program approved by the appointing authority.
- 4. Jury Duty Leave. Leave shall be granted for time to serve on a jury. The employee shall receive regular pay during this leave, including necessary travel time, provided that any fee received, exclusive of court-paid expenses, is returned to the state. Employees whose scheduled shift is other than a day shift shall be reassigned to a day shift during the period of service upon a jury. When not impaneled for actual service, but only on call for service, the employee shall report to work.
- 5. Military Leave. Up to 15 working days leave per calendar year shall be granted to members of a reserve component of the armed forces of the United States or of the State of Minnesota, who are ordered by the appropriate authorities to attend a training program, or achieve service pursuant to law whether for state or federal purposes. (M.S. § 192.26)
- 6. Leave for Pre-induction Physical Examinations. Leave shall be granted for the time required to report and be processed through pre-induction examinations conducted by the armed forces, preliminary to military service. (M.S. § 192.261, Subd. 5(c))

7. Voting Time Leave. Leave shall be granted to employees who are eligible to vote in any statewide general election, or at any election to fill a vacancy in the office of a representative in Congress for a period of time long enough to vote during the forenoon of such election day, provided the employees have made prior arrangements for such absences with their immediate supervisors. (M.S. § 204A.36)

D. Leaves of Absence - Unpaid.

1. Disability Leave. Leave shall be granted up to a cumulative total of one year, upon request, to a permanent employee in the classified service who, as a result of an extended illness or injury, has exhausted his/her accumulation of sick leave. Upon the request of the employee, such leave may be extended by the appointing authority. An appointing authority may require appropriate medical documentation of the illness, injury or disability. When disability retirement is granted, leaves shall continue until regular retirement age is reached.
2. Maternity/Paternity or Adoption Leave. Leave shall be granted for maternity/paternity or adoption purposes to a natural parent or adoptive parent for a period not to exceed six months when requested in conjunction with the birth or adoption of a child. The six months shall be reduced by any paid or unpaid leave used immediately preceding, in conjunction with, or immediately subsequent to this leave. Maternity/paternity or adoption leave may be extended upon the request of the employee up to a maximum of one year with the approval of the appointing authority.
3. Military Leave. Leaves shall be granted to an employee who enters into active military service in the armed forces of the United States or the State of Minnesota for the period of military service, not to exceed four years, plus any additional time in each case as the employee may be required to serve pursuant to law. (M.S. § 192.261, Subd. 1)
4. Personal Leaves. Leaves for personal business, education, travel, or related work funded by a government or private foundation grant may be granted at the discretion of the appointing authority. Leaves shall be for periods of up to one year, subject to annual renewal at the discretion of the appointing authority.
5. Precinct Caucus or Convention. Upon ten days advance request, leave shall be granted to any employee for the purpose of attending a political party caucus or political convention. (M.S. § 202A.19, Subd. 2)
6. Unclassified Service Leave. Leave may be granted to an employee in the classified service to accept a position in the unclassified service. (M.S. 43A.07, Subd. 5)
7. Public Office Leave. Any employees in the classified service shall be granted a leave of absence: (M.S. § 43A.32, Subd. 2)
 - a. Upon assuming an elected federal or state public office, including elected state legislative office;

- b. Upon assuming any elected public office other than an office listed in clause a above if, in the opinion of the Commissioner, the holding of such office conflicts with the employee's regular state employment.
 - c. At the employee's request upon becoming a candidate (i.e., when filing for the office), or during the course of such candidacy, for any elected public office.
 - d. Upon becoming a candidate, or during the course of candidacy, for any elected public office if, in the opinion of the Commissioner, such candidacy conflicts with his/her regular state employment.
- E. Reinstatement After Leave. An employee returning from an approved leave of absence shall be entitled to return to employment in the same agency, in his/her former position, or another position in the employee's classification, or a position of comparable duties and pay for which the employee is qualified. An employee returning from an extended 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 from leave. The employee returning from an unpaid leave of absence shall return at the same rate of pay he/she had been receiving at the time the leave of absence commenced plus any non-discretionary adjustments that would have been granted had the employee been continuously employed during the period of absence.
- F. Cancellation of Discretionary Leaves. 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. At the discretion of the appointing authority, an employee may terminate his/her leave of absence prior to the previously agreed upon date of expiration of the leave.
- G. Absence Without Leave. Any absence from duty of an employee that is not authorized 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.

Chapter VIII. FILLING OF VACANCIES

- A. Priority Appointments. An appointing authority shall first make a selection from the Commissioner's Plan layoff list if such list exists for the agency. No new appointments shall be made to a vacancy in a job class/class option and employment condition for which a Commissioner's Plan layoff list exists until all employees on such list have been offered the opportunity to accept the position. The Commissioner may require that appointments be made from a reemployment list for the class/class option consisting of employees laid off from other agencies or by transfer of employees from other agencies who are about to be laid off and who are in the same class/class option or who have passed a qualifying examination for the class/class option.
- B. Rank on Reemployment List. The Commissioner shall establish reemployment lists by class/class option, affording equal standing to all persons on each list so that all are equally eligible in accordance with their availability for consideration by an appointing authority filling a vacancy.
- C. Absence of Priority Candidates. With the approval of the Commissioner, an appointing authority has the discretion to make an appointment from any of the eligible lists described in M.S. § 43A.13 or to make a direct reinstatement or to make a non-competitive or qualifying appointment as described in M.S. § 43A.15. Seniority does not apply as a factor in filling vacancies.

Chapter IX. PROBATIONARY PERIOD

- A. Application of Probation. The probationary period is an extension of the examination process. All unlimited appointments to positions in the classified service except appointments from layoff lists shall be for a probationary period specified in E below. Employees placed on layoff prior to the completion of their probationary period shall complete the probationary period upon return from layoff. During the probationary period, an employee is required to demonstrate ability to perform the duties and fulfill the responsibilities of the position.
- B. Required Probationary Period. An employee shall be required to complete a probationary period in order to attain permanent status in a class/class option after receiving any of the following types of appointments:
1. Appointment from a competitive or promotional eligible list.
 2. Conversion of a 700 hour, provisional, unclassified or work training appointment by the Commissioner.
 3. Non-competitive or qualifying appointment or promotion, except as provided below.
- C. Permissive Probationary Period. An appointing authority may require an employee to complete a probationary period in order to obtain permanent status in a class or agency after receiving any of the following types of appointments:
1. Reinstatement.
 2. Reemployment.
 3. Transfer to a new class/class option within an agency or between agencies or jurisdictions.
 4. Transfer within the same class/class option between agencies or jurisdictions.
 5. Voluntary demotion to a new class/class option within an agency or between agencies or jurisdictions.
- The employee shall be notified in writing by the appointing authority, before or at the time of appointment, if he/she is required to serve a probationary period following any of the appointments listed above.
- D. Exclusions from Probationary Period. Limited appointments (emergency, temporary, or provisional) do not require probationary periods and employees do not gain credit toward attainment of permanent status in a class during such employment.
- E. Length of Probationary Period
1. The duration and provisions concerning the probationary period for employees appointed prior to July 1, 1981, shall continue as set forth at the time of their appointment.

2. Employees who work less than 14 hours per week or less than 100 days per year in classes otherwise assigned to bargaining units shall have the same probationary periods as employees in the same class/class option in the bargaining unit.
3. Except as otherwise provided in this section, employees in appointments listed in B above shall be required to complete a probationary period of six months. Intermittent employees shall serve a probationary period of 1044 hours.
4. In the case of permissive probationary periods as provided in C above, the probationary period, if required, shall be six months. After the probationary period has commenced, the appointing authority has the discretion to reduce the length of the probationary period. In such cases, the appointing authority shall notify the employee and the Commissioner of the determination to grant permanent status prior to completing the six month period.
5. At the request of the appointing authority made prior to certification of eligibles or non-competitive appointment, the Commissioner may establish a probationary period of up to one year for administrative, technical or professional positions. The appointing authority shall justify that extension of the probationary period is necessary because six months is insufficient to expose the employee to all the duties and responsibilities of the position. There shall be no extension beyond one year. The provisions of F below do not apply in such cases.

F. Extension of a Required Probationary Period. In the case of an employee who has not demonstrated the capacity to be granted permanent status in his/her class/class option within six months after beginning a probationary period, the Commissioner may, at the request of an appointing authority, extend the probationary period for up to three additional months, if the appointing authority states that the extension is desirable for reasons such as:

- 1) unanticipated change in the program or duty assignment, or
- 2) substantial change in performance.

G. Computation of Time on Probation. The probationary period begins on the day of appointment and includes:

- 1) all time worked in the class/class option,
- 2) all time worked in any subsequent appointments to higher, related class/class options in the agency,
- 3) all time worked in subsequent appointments to the unclassified service at the same or higher levels of compensation in the agency provided the work in the unclassified position is in the general occupational field and is at least equivalent in difficulty and responsibility to the work in the position in the classified service, and
- 4) all leaves not exceeding ten work days in total.

Hours of work for intermittent employees shall include only hours of actual work during the normal work day, exclusive of overtime, holidays or leaves.

- H. Attainment of Permanent Status. If the appointing authority decides to give the employee permanent status, the appointing authority shall notify the employee and the Commissioner in writing of this decision. Permanent status is granted immediately upon completion of the last assigned work period of the probationary period. No employee shall be denied permanent status after successfully completing a probationary period because an appointing authority fails to submit notice.
- I. Failure to Attain Permanent Status. If during the probationary period, a permanent employee is not certified for reasons not related to misconduct or delinquency, the employee shall be restored to a position in the former class/class option and agency, subject to applicable provisions of collective bargaining agreements.

Chapter X. SEPARATIONS OTHER THAN DISCIPLINARY

- A. Resignations. An employee may resign in good standing by providing the appointing authority at least two weeks prior written notice.
- B. Retirement. An employee subject to the mandatory retirement provisions of the Minnesota State Retirement Act shall retire at the end of the day of his/her birthday in the year he/she is compelled to retire by the Act.

An employee subject to the mandatory retirement provisions of the Teachers Retirement Act must retire at the end of the day on August 31 in the academic year in which he/she is compelled to retire by that act.

- C. Layoff. An appointing authority may lay off a permanent or probationary classified employee from a position due to abolition of the employee's position, shortage of work or funding, a reduction in a full-time employee's normal work hours which continue longer than ten consecutive work days, or other reasons outside the employee's control which do not reflect discredit on the service of the employee. Layoff provisions shall not apply to unclassified employees. They shall be terminated and have no further rights to return to state service employment.
 - 1. Determination of Position. The appointing authority shall designate the position in the class or class option, if one exists, in which the layoff is to occur.
 - 2. Notification. An appointing authority shall notify an employee who is being laid off and the Commissioner in writing at least seven calendar days prior to the effective date of a layoff including the reason(s) such action is necessary and the estimated length of the layoff period.
 - 3. Order of Layoff. An appointing authority shall not lay off permanent or probationary employees until all provisional or temporary employees covered by this Plan in the class, class option, employment condition, agency and work location in which the layoff is occurring have been terminated.

Probationary and permanent employees shall be laid off in inverse order of classification seniority by employment conditions (full-time unlimited, part-time unlimited, seasonal full-time, seasonal part-time, or intermittent), in the class/class option in the agency or other organizational unit where the layoff is occurring.

When an employee exercises bumping rights, is demoting or is transferring, classification seniority in the class/class option to which the employee is bumping, demoting or transferring shall include classification seniority in all related higher or related equally paid classes/class options in which the employee has served within the agency since the initial period of service in the class/class option into which the employee is bumping, demoting or transferring.

When two or more employees have the same classification seniority, seniority positions shall be determined by total state seniority.

Remaining ties will be broken by decision of the appointing authority, who shall act to ensure retention in the state service of the most valuable employees.

4. Options for Employees Notified of Layoff. A classified employee notified of layoff shall have the following options:

- a. To accept a transfer to a vacant position in his/her agency or organizational unit in any equally paid class/class option for which s/he is qualified as determined by the Commissioner.
- b. To bump (displace) the least senior employee in any class/class option in which the employee previously served (in order of previous service), in his/her agency or organizational unit subject to applicable provisions of collective bargaining agreements.
- c. To accept a demotion in lieu of layoff to a vacant position in any lower class/class option in his/her agency or organizational unit for which s/he is qualified as determined by the Commissioner.
- d. To accept the layoff if a transfer to an equally paid class is not available to the employee.

5. Exceptions:

- a. For classes requiring special licensure, certification or registration, seniority may be applied and layoff accomplished within the class option.
- b. In agencies which have received approval by the Commissioner for subdivision into organizational units, seniority shall be applied and layoff accomplished within each unit.
- c. The appointing authority may, with the approval of the Commissioner, depart from strict inverse seniority order if layoffs based on these provisions would destroy the balance between protected group members and other workers resulting from previous accomplishments of an agency's affirmative action goals, but only to the extent that an agency retains its current ratio of protected group members to non-protected group members.
- d. The appointing authority may, with the approval of the Commissioner, depart from strict inverse seniority order of layoff, if an employee voluntarily accepts layoff.

6. Rights of laid off employees. Classified employees who have accepted layoff or demotions in lieu of layoff shall have their names placed on the layoff list for the class/class option of employment and agency from which they were laid off in order of classification seniority. Employees shall remain on the layoff list for a period of time equal to the employee's length of continuous service to a maximum of eight years or for a minimum of one year. Employees shall be removed from a layoff list only because of refusal to report to work, in the class/class option, geographic location, agency, or other organizational unit, and employment condition from which the employee was laid off. The Commissioner shall place the names of laid off classified

employees on all reemployment lists for which they are eligible and have indicated an interest. However, employees on seasonal layoff shall not be eligible for placement on reemployment lists.

7. Recall from Layoff. Employees shall be recalled by the appointing authority from layoff in the order in which their names appear on the layoff list for the agency, class/class option and employment condition from which they were laid off or from which they demoted in lieu of layoff, provided they are qualified as determined by the Commissioner.

- D. Limited Interruptions of Employment. Any interruption in employment not in excess of seven consecutive calendar days because of adverse weather conditions, shortage of material or equipment, or for other unexpected or unusual reasons is a limited interruption of employment and shall not be considered a layoff.

In the event limited interruptions of employment occur, full-time employees shall, upon request, be entitled to advance of hours in order to provide the employee with up to 80 hours of earnings for a pay period. Advance of hours shall be allowed up to the maximum number of hours of an employee's accumulated and unused vacation leave. If an employee elects to draw such advances, the employee shall not be permitted to reduce the employee's vacation accumulation below the total hours advanced. However, no employee after the first six months of continuous service shall be denied the right to use vacation time during a limited interruption of employment as long as vacation hours accrued exceed the hours that the employee has been advanced under this chapter. All overtime hours worked subsequent to such advances shall be credited against the employee's aggregate advance of hours until the advance is reduced to zero.

On the payroll period ending closest to November 1 of each year, all employees who received such advances and did not work sufficient overtime hours to reduce the advances to zero shall have their advances reduced to zero by reduction of the employee's accumulated and unused vacation leave.

Such advances shall not apply when the limited interruption is the result of a shortage of funds.

- E. Termination of Unclassified Appointment. An appointing authority may terminate an appointment to an unclassified position due to abolition of the position, shortage of work or funding or other reasons which do not reflect discredit on the service of the employee. Although the layoff rights described in C above for classified employees are not possessed by unclassified employees, severance pay shall be provided when termination is the result of abolition of an unlimited, unclassified position (see Chapter XIV).

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Chapter XI. DISCIPLINE

A. Disciplinary Actions. Disciplinary action may be taken against any employee. In the case of permanent employees, disciplinary action may be taken only for just cause. Discipline may include only the following but not necessarily in this order:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Reduction in pay
5. Demotion
6. Discharge.

B. Notification.

1. Written reprimand. A written reprimand shall specify the reasons for the action and shall state the changes expected in the employee's job performance.
2. Suspension of permanent employee for 30 days or less. No later than the effective date of the action, an appointing authority or his/her designee shall give a permanent employee who is suspended for 30 days or less a written notice stating the length and effective date of the suspension, specific reason(s) for the suspension, changes expected in the employee's job performance and notice that the employee may appeal the suspension as provided in Chapter XII, Grievance Procedure. A copy of the notice shall be filed with the Commissioner.
3. Major disciplinary action. An appointing authority shall give a permanent employee who is suspended for more than 30 days, discharged, reduced in pay or demoted a written notice, as prescribed by M.S. 43A.33, Subd. 3, no later than the effective date of the action. A copy of the notice shall be filed with the Commissioner.

C. Appeals.

1. An employee serving an initial probationary period who is discharged, suspended, reduced in pay or demoted may appeal the action as provided for in Chapter XII, Grievance Procedure. An extension of a probationary period shall not be subject to the grievance procedure.
2. A permanent employee who is discharged, suspended without pay, reduced in pay or demoted may appeal the action under the grievance procedure provided in Chapter XII, Grievance Procedure.

D. Personnel Records. Upon the request of the employee, a written reprimand 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.

The contents of an employee's personnel record shall be disclosed to the employee upon the employee's request. A copy of any items from the employee's personnel record shall be provided upon the request of the employee at a reasonable charge.

Chapter XII. GRIEVANCE AND APPEAL PROCEDURES

- A. Types of Grievances. Four types of grievances may arise in administering the personnel system which affect employees covered by this Plan.
1. Disputes concerning the interpretation and application of Rules of the Department of Employee Relations. Procedures for resolving these disputes are provided in the Rules.
 2. Disputes concerning the interpretation and application of Administrative Procedures of the Department of Employee Relations. Procedures for resolving these disputes are provided in the Administrative Procedures or in references to statute contained in the Administrative Procedures.
 3. Disputes concerning the interpretation and application of the Commissioner's Plan. Procedures for resolving these disputes are provided in this chapter.
 4. Disputes concerning disciplinary actions as defined in Chapter XI. Procedures for resolving these disputes are provided in this chapter.
- B. Disputes Concerning the Commissioner's Plan. Disputes concerning the interpretation and application of the Commissioner's Plan are of two types:
1. When the Commissioner's Plan gives appointing authorities discretionary authority to act, any grievance which arises from that action shall be resolved by the appointing authority under procedures to be adopted by the appointing authority. The appointing authority's decision is final and not appealable to the Commissioner.
 2. Other disputes concerning the interpretation and application of the Commissioner's Plan, excluding disciplinary actions, shall be resolved through step 4 of the Grievance Procedure (E below).
- C. Disputes Concerning Disciplinary Actions. Grievances of disciplinary actions are as follows:
1. Oral reprimands may not be appealed.
 2. Written reprimands may be appealed through step 3 of the Grievance Procedure (E below).
 3. Discharge, suspension, reduction in pay or demotion of an employee serving an initial probationary period may be appealed through step 3 of the Grievance Procedure (E below).
 4. Suspension, discharge, reduction in pay or demotion of permanent employees may be appealed through the Hearing Procedure for Disciplinary Actions (F below).

D. Processing Grievances. An employee may elect to be represented at any step of the grievance procedure. An employee shall not be released from work to discuss a grievance without first requesting permission from his/her immediate supervisor. Such requests shall not be unreasonably denied. The employee shall be allowed a reasonable amount of time during working hours while on the appointing authority's premises to present his/her grievance. If represented by someone within the employee's same agency, the employee's representative shall, after receiving approval from his/her supervisor, be given a reasonable amount of time during working hours to discuss the grievance with the employee, and present the grievance.

E. Grievance Procedure.

1. Step 1. The employee shall present the grievance to the immediate supervisor within fourteen calendar days after the occurrence of the event giving rise to the grievance, or within fourteen calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the event. The employee shall set forth in writing the nature of the grievance, the facts upon which it is based and the relief requested. The parties shall have seven calendar days to attempt to mutually resolve the dispute. On or before the seventh day, the supervisor shall give a written answer to the employee. If the grievance has not been resolved satisfactorily, the employee may appeal the grievance in writing, within ten calendar days after the date of the response of the immediate supervisor, to the next level of supervision designated by the appointing authority to process dispute settlements.
2. Step 2. The agency representative so designated shall meet with the employee within seven calendar days to attempt to resolve the grievance. The agency representative shall give a written answer to the employee within seven calendar days following the meeting. If the written response indicates that the grievance remains unresolved, the employee may appeal the grievance to the appointing authority or appointing authority designee, within ten calendar days.
3. Step 3. The appointing authority or appointing authority designee shall meet with the employee within seven calendar days following an appeal from step 2 and shall give the employee a written answer within 14 calendar days following their meeting.
4. Step 4. In disputes listed in B.2. the employee may appeal the decision of the appointing authority to the Commissioner within seven calendar days after the appointing authority has given an answer. The Commissioner shall consider the information presented by the employee and the appointing authority and make a decision within 14 calendar days. Whether or not to hold a hearing is discretionary with the Commissioner. The Commissioner's decision shall be final.

- F. Hearing Procedure for Disciplinary Actions. Any permanent employee who is discharged, suspended without pay, reduced in pay or demoted, may reply within five days of the effective date of the action in writing or, upon request, in person to the appointing authority or the appointing authority's designee. Such employee may appeal to the Chief Hearings Examiner of the Office of Administrative Hearings within 30 days after the effective date of the disciplinary action. (See M.S. 43A.33, Subd. 4.) The employee shall send a copy of the appeal to the commissioner and the appointing authority.

The hearing examiner's order shall be the final decision, but may be appealed according to the provisions of M.S. § 15.0424.

- G. Time Limits. If the grievance is not presented within the time limit set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the time limit specified, or an agreed on extension thereof, it shall be considered settled on the basis of the supervisor's, appointing authority's or appointing authority designee's last answer. If the supervisor, appointing authority or designee does not answer an appeal within a specified time limit, the employee may elect to treat the dispute as denied at that step and appeal to the next step. Time limits on each step may be extended by mutual written agreement of the parties involved.

Chapter XIII. EMPLOYEE GROUP INSURANCE

- A. Eligibility for State Paid Group Insurance. All employees covered by the Commissioner's Plan who are scheduled to work at least: 1) 40 hours weekly for a period of nine months or more in any 12 consecutive months; or 2) 30 hours weekly for a 12 consecutive month period are eligible to receive the benefits provided under this chapter, except for emergency, temporary, or intermittent employees; student workers hired after July 1, 1979 and interns; part-time or seasonal employees serving on less than a seventy-five (75) percent time basis. This exclusion shall not apply to a part-time or seasonal employee in the classified service who prior to April 1, 1967 was eligible for State paid basic life insurance and health benefits. Benefits become effective on the first day of the first payroll period beginning on or after the 28th calendar day following the first day of employment with the State. An employee must be actively at work on the effective date of coverage except that an employee who is on paid leave on the date state paid life insurance benefits increase shall also be entitled to the increased life insurance coverage.

Dependents who are hospitalized on the effective date of coverage will not be insured until such dependents are released from the hospital. This also applies to any optional coverages. In no event shall the dependent's coverage become effective before the employee's coverage.

Benefits provided under this chapter shall continue as long as an employee meets these eligibility requirements and appears on a state payroll for at least one working day during each payroll period or is off the state payroll due to a work related injury or work related disability and is receiving Workers Compensation payments or utilizing disability leave. Vacation leave, compensatory time or sick leave cannot be used for the purpose of continuing state paid insurance by keeping an employee on a state payroll for one working day per pay period during the time the employee is on an unpaid leave of absence.

For employees age 65 and over, health insurance coverage shall be coordinated with relevant health insurance benefits provided through the federally-sponsored medicare program.

- B. Insurance Benefits. The following insurance benefits are provided in accordance with Minn. Stat. 43A.24, subd. 1:

1. Life Insurance. The State will pay the premium for life insurance according to the following schedule of benefits:

<u>Employee's</u> <u>Annual Base Salary</u>	<u>Amount of</u> <u>Basic Life Insurance</u>
\$10,000 or less	\$10,000
10,001 to 15,000	15,000
15,001 to 20,000	20,000
20,001 to 25,000	25,000
25,001 or more	30,000

2. Medical and Hospital Benefits. The benefits shall be those specifically contained in insurance contracts in effect on October 1, 1981 and the certificates issued thereunder by the providers named below, any one of whom may be selected by the employee as the carrier of his/her personal and dependent coverage.

Effective July 1, 1981, the State shall pay the full cost of employee coverage and shall contribute up to \$60 per month, not to exceed the total cost, or 90% of the cost, whichever is greater, for dependent coverage.

Effective October 7, 1981, the State shall contribute up to \$56.06 per month, not to exceed the total cost, for employee coverage and shall contribute up to \$76.94 per month, not to exceed the total cost, for dependent coverage.

Effective October 6, 1982, the State shall contribute a flat-rate dollar amount per month equal to the total employee Blue Cross and Blue Shield insurance premium, not to exceed the total cost, for employee coverage and shall contribute a flat-rate dollar amount per month equal to 90% of the total dependent Blue Cross and Blue Shield insurance premium not to exceed the total cost, for dependent coverage.

Eligible employees may select coverage under any one of the health maintenance organizations now offered by the State, or under the Blue Cross and Blue Shield of Minnesota high option plan, or any other plan subsequently offered by the State. A brief description of each of the HMO plans and the Blue Cross and Blue Shield of Minnesota plan is contained in Appendix D. Effective October 7, 1981, the major medical benefits under Blue Shield shall pay 80% of the first \$5000 and 100% of the remainder up to a lifetime maximum of \$500,000 per person after an annual deductible of \$100.00.

3. Insurance Payment. Employees employed by the State on July 1, 1981 who are enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 7, 1981 and who are eligible for State paid insurance coverage shall receive a \$50.00 insurance payment in October, 1981.

Employees employed by the State on July 1, 1981, enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 6, 1982 and who are eligible for State paid insurance payment in October, 1982, shall receive a \$50.00 insurance payment in October, 1982, provided there has been no break in continuous service between July 1, 1981 and October 6, 1982.

Employees shall be considered to be employed on July 1, 1981, October 7, 1981 and October 6, 1982 if they are in payroll status, on approved leave of absence, or on seasonal layoff on that date.

4. Dental Insurance. The State will maintain dental benefits at the level currently offered as described in Appendix D. Effective July 1, 1981 the State shall contribute a flat-rate dollar amount up to the full cost of Delta Dental employee coverage but not to exceed the total cost for employee dental insurance. Effective July 1, 1981 the State shall contribute a flat-rate dollar amount up to one-half of the cost of Delta Dental dependent coverage but not to exceed the total cost for dependent dental insurance.

C. Eligibility for Self-Paid Coverage Under the State Group Policy.

1. Part time or seasonal employees who do not meet the 75% time requirements set forth above may enroll in such coverages at their own expense, provided they are employed on at least a 50% time basis.
2. Retired employees who are entitled at the time of retirement to receive an annuity under a state retirement program shall be eligible to continue to participate, at their own expense, in the group hospital, medical and dental benefits as set forth in Minn. Stat. 43A.27, subd. 3 at the state group premium rates.
3. Eligible employees may purchase the following optional insurance:
 - a. Life insurance. Up to \$100,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Commissioner. Dependent coverage of \$2,000 for each dependent and up to one-half the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.
 - b. Short term salary continuance insurance currently offered.
 - c. Long term salary continuance insurance currently offered.
 - d. Accidental death and dismemberment insurance currently offered.
4. Insurance Coverage for Employees on Layoff. All eligible classified employees with three or more years of continuous service who have been laid off shall continue to be eligible to receive insurance benefits provided for a period of six months from the date of layoff unless such benefits are provided to the employee by another employer. Such employees shall have the option to continue to participate in the group insurance programs for an additional six months or until covered by another group plan if that occurs in less than six months at their own expense at the group premium rates.

- D. Open Enrollment. There shall be an open enrollment period for the coverages available during the period August 15 to September 30 each year. Changes in coverages shall become effective at the beginning of the payroll period nearest to October 1 each year.

- E. Workers' Compensation. When an employee has incurred an on the job injury or disability, has filed a claim for Workers' Compensation and the liability for paying the claim is disputed, medical costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of Minn. Stat. 176.191, subd. 3.

- A. General. Employees in classes assigned to bargaining units but who are covered by this plan only by reason of working less than fourteen hours per week or less than 100 days per year shall have the same salary ranges and salary increase provisions as employees in the same classification in the bargaining unit.
- B. Salary Limits. Each employee shall receive a single rate of pay within the limits of the salary range to which his/her class is assigned. The salary of the agency head as established in M.S. 15A.081 shall serve as the upper limit of compensation in that agency. The Commissioner may grant an exemption not to exceed 120% of the base salary of the agency head only in the case of unusual employment situations as provided by M.S. 43A.17, subdivision 3.
- C. Professional and Supervisory Employees

1. Salary Ranges. Effective July 1, 1981, each professional and professional/supervisory class covered by this Plan shall have a salary range increased by 8% as provided in Appendix E. The salary ranges for these classifications shall consist of minimum and maximum rates of pay.

Effective July 1, 1981 each non-professional supervisory class shall adjust by 51¢ or 8%, whichever is greater, + 7¢, as provided in Appendix E. In addition, the ranges for technical supervisory classes shall be extended the equivalent of an additional step beyond their previous maximums. The salary ranges for non-professional supervisory classifications shall consist of minimum and maximum rates of pay.

Effective June 30, 1982, the ranges for all classes covered above shall be increased by 6%, and effective December 29, 1982 by 3%.

2. Employee Salary Increases - Market Adjustments. Effective July 1, 1981, all professional and supervisory employees shall receive an 8% salary increase or adjustment to the new minimum, whichever is greater. Employees in the following classifications shall also receive an additional equity adjustment of 4%: Office Services Supervisor 1, Word Processing Supervisor, Attorney 1, 2 and 3, Compensation Attorney and Compensation Attorney Principal. The Commissioner may grant additional equity adjustments in order to maintain approximate salary range comparability as required by M.S. 43A.18, subdivision 8(d) and 8(e).

Effective June 30, 1982, employees shall receive a 6% salary increase.

Employees compensated at a rate above their new salary range maximum shall not receive a salary increase provided by this Section.

3. Performance-Based Salary Increases. Professional and supervisory employees may advance through their salary ranges as provided by performance-based salary increases. Such increases shall be based upon employee performance ratings in accordance with the following:

<u>Performance Rating</u>	<u>January 13, 1982</u>	<u>January 12, 1983</u>
Outstanding	0-7%	0-8%
Above Average	0-5%	0-6%
Satisfactory	0-3%	0-4%
Less than Satisfactory	No Increase	No Increase

That portion of the performance increase which would move an employee's salary beyond the range maximum, shall be in the form of a lump sum payment equal to the yearly equivalent of the percent increase.

D. Clerical; Technical; Craft, Maintenance and Labor and Other Employees

1. Salary Ranges. Effective July 1, 1981, the clerical, technical and other related classes covered by this Plan shall have salary ranges increased by 51¢ or 8%, whichever is greater, + 7¢, as provided in Appendix F. In addition, the ranges for technical classes shall be extended the equivalent of an additional step beyond their previous maximums. The salary ranges for clerical, technical and other related classifications shall consist of minimum and maximum rates of pay.

Effective July 1, 1981, craft, maintenance and labor classes covered by this Plan shall have salary ranges increased by 51¢ or 8%, whichever is greater, plus 19¢ as also provided in Appendix F. The salary ranges for each craft, maintenance and labor classification shall consist of an orientation rate and a base rate.

Effective June 30, 1982, the ranges for technical and craft, maintenance and labor classes shall be increased by 6% and effective December 29, 1982 by 3%.

The salary ranges for clerical and other related classifications shall be increased based upon changes in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers (new Series Index, 1967 = 100) published for the Minneapolis-St. Paul area by the U.S. Bureau of Labor Statistics. For each 0.4 point increase in the CPI during the base periods, these ranges shall be increased by \$0.01 per hour as provided below:

<u>Base Period</u>	<u>Effective Date</u>
October, 1981 - April, 1982	June 30, 1982
October, 1981 - October, 1982	December 29, 1982

2. Employee Salary Increases - Market Adjustments. Effective July 1, 1981, each clerical, technical, and other employees covered by this Section shall adjust to the new minimum, or receive an 8% increase, or receive a \$.51 per hour increase, whichever is greater. Craft, maintenance and labor employees shall adjust to the appropriate orientation or base rate. In addition, employees in the following classifications shall also receive an equity adjustment of 3%: Word Processing Operator 2 and 3, and Executive 1.

Effective June 30, 1982, technical, craft, maintenance and labor employees shall receive a 6% salary increase. Effective December 29, 1982 these employees shall receive an additional increase of 3%.

Effective June 30, 1982 and December 29, 1982, clerical and other related employees shall receive increases based upon changes in the Consumer Price Index as specified above.

Employees compensated at a rate above their new salary range maximum shall not receive the July 1, 1981 salary increase provided by this Section.

3. Performance-Based Salary Increases.

Employees shall receive a 3% salary increase upon the completion of 12 months of satisfactory continuous service since the date of their last performance or promotional increase, until the range maximum is attained. These increases shall be withheld from employees who have not achieved at least a satisfactory performance rating. Withheld increases shall subsequently be granted upon certification by the Appointing Authority that the employee is satisfactorily meeting performance standards or indicators.

During the second year of the biennium, up to 40% of these employees may be granted exceptional performance increases of 4%. Such increases are dependent upon the availability of funds and shall be based upon demonstrated exceptional performance and/or the completion of highly significant work assignments in their jobs. That portion of the exceptional performance increase which would move an employee's salary beyond the range maximum, shall be in the form of a lump sum payment equal to the yearly equivalent of a 4% increase.

Craft, maintenance and labor employees shall advance to the base rate upon the completion of 6 months of satisfactory continuous service.

- E. Increase Upon Promotion. Promotional salary increases over 12% must be approved in advance by the Commissioner after a review of supporting documentation. No promotional increases shall be granted which would place the employee's rate of pay above the authorized salary range maximum.
- F. Salary on Transfer. An employee's salary shall not be changed upon transfer to another classification, except for any increases required to pay the employee at the minimum of the new range.
- G. Salary on Demotion. When an employee demotes to a lower paid class, his/her salary rate shall be adjusted as follows:
 - 1. If their current rate of pay is contained in the new range, no adjustment shall be made;
 - 2. If their current rate of pay exceeds the maximum of the new range, their rate of pay shall normally be reduced to the maximum of the new range, unless the Commissioner approves a request from the appointing authority to preserve the employee's current salary under the provisions of M.S. 43A.17, subdivision 5.

- H. Work Out of Class Pay. Salary increases for employees engaged in work out of class in a higher classification may be granted in accordance with the provisions of E above. Employees working out of class in equally paid or lower paid classifications shall receive no salary adjustment.
- I. Retroactive Pay Upon Reallocation. If the incumbent of a position which is reallocated upward to a class existing at the time of the request receives a probationary appointment to the reallocated position, pay for the reallocation shall commence 15 calendar days after the receipt in the Department of Employee Relations of a properly documented reallocation request, and shall continue from that date for up to a maximum of 60 calendar days or until the effective date of the appointment, whichever occurs first. If more than 60 days after the initial 15 day period elapses, payment shall be for the final 60 days of the period. This provision does not apply to reallocations resulting from a position classification study for an agency or subdivision thereof, initiated by the Department of Employee Relations or the appointing authority.
- J. Shift Differential. Employees working on assigned shifts which begin before 6:00 a.m. or which end at or after 7:00 p.m., shall receive a shift differential of 30¢ per hour for all hours worked on that shift. Employees working the regular day schedule who are required to work overtime or who are called back to work for special projects are not eligible for the shift differential. Employee working a shift for which a differential is paid who are required to work overtime shall be paid at the rate of one and one half times the sum of their base rate plus differential.
- K. Project Labor Rates. The Commissioner may authorize an appointing authority to pay an employee in a skilled 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 employees shall not receive any of the benefits related to state employment.
- L. Severance Pay. Employees separated from the State service by reason of:
- (1) death,
 - (2) mandatory retirement,
 - (3) retirement at age 65,
 - (4) retirement after 10 years of continuous State service with immediate entitlement at the time of retirement to an annuity under the State retirement program
 - (5) layoff (exclusive of seasonal and temporary layoffs),
 - (6) separation after 20 years of continuous State service,
 - (7) termination resulting from abolition of unlimited, unclassified position.

shall be entitled upon such separation to a sum equal to:

- (1) 40% of the employee's accumulated but unused sick leave balance at the time of separation not to exceed 900 hours, plus
- (2) 25% of the employee's accumulated and unused sick leave in excess of 900 hours

times the employee's regular rate of pay at the time of separation.

Chapter XV. EXPENSE REIMBURSEMENT

- A. General. The appointing authority may authorize travel at State expense and reimbursement of special expenses for the effective conduct of the State's business. Such authorization must be granted prior to the incurrence of the actual expenses. Employees affected shall be reimbursed for such travel and special expenses that have been authorized by the appointing authority in accordance with the provisions of this chapter.
- B. Privately Owned Vehicles and Aircraft.
1. When a State-owned vehicle is not available and an employee is required to use his/her personal automobile to conduct authorized State business, the appointing authority shall reimburse the employee at the rate of \$.24 per mile during Fiscal Year 1982 for mileage on the most direct route according to Transportation Department records. The rate for Fiscal Year 1983 shall be \$.26 per mile.
 2. When a State-owned vehicle is available and declined by the employee, mileage shall be paid at the rate of \$.19 per mile during Fiscal Year 1982 on the most direct route. The rate for Fiscal Year 1983 shall be \$.21 per mile.
 3. Use of a specially equipped personal van or van-type vehicle on official state business shall be reimbursed at the rate of \$.38 per mile during Fiscal Year 1982 and \$.40 per mile during Fiscal Year 1983. To qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other level-changing device designed to provide access for a wheelchair.
 4. Use of personal aircraft will be reimbursed at the rate of \$.40 per mile during Fiscal Year 1982 and \$.43 per mile in Fiscal Year 1983.
 5. Use of a motorcycle shall be reimbursed at the rate of \$.12 per mile during Fiscal Year 1982 and \$.13 per mile in Fiscal Year 1983.
 6. The appointing authority shall require employees who drive personal vehicles on state business to carry vehicle insurance in an amount sufficient to meet the requirements of M.S. § 65B.49. An employee flying a personal aircraft on official state business must show proof of adequate liability insurance coverage by a firm licensed to do business in Minnesota. Such coverage shall be in accordance with the requirements of M.S. § 360.59, subd. 10.
- C. Commercial Transportation. When an employee is required to use commercial transportation (air, taxi, rental car, etc.) in conjunction with authorized business of an appointing authority, the employee shall be reimbursed for the actual expenses of the mode of transportation so authorized. All air transportation shall be by coach class. Reimbursement for travel which includes more than one destination visited for state purposes and purposes other than the conduct of state business will be in an amount equal to the cost of the air coach fare only to those destinations where state purposes are served.

D. Other Reimbursable Expenses.

1. Meal Allowances. Employees in travel status shall be reimbursed for the amount actually paid for meals, including tax and a reasonable gratuity. The following maximum rates shall apply to individual meals for employees in travel status:

Within the State

Fiscal Year 1982:

Breakfast - \$4.50; Lunch - \$5.50; Dinner - \$9.50

Fiscal Year 1983:

Breakfast - \$5.50; Lunch - \$6.50; Dinner - \$10.50

Employees stationed within the seven county metropolitan areas, and employees within a thirty-five mile radius of their work station, shall not be reimbursed for meals within these areas except when the cost incurred is specifically authorized as a special expense.

Outside the State

Fiscal Year 1982:

Breakfast - \$5.00; Lunch - \$6.00; Dinner - \$11.00

Fiscal Year 1983:

Breakfast - \$6.00; Lunch - \$7.00; Dinner - \$12.00

2. Lodging Allowances. The cost of hotel and motel accommodations shall be reimbursed to the employee at the actual amount incurred. Employees will use good judgment in incurring lodging costs. Charges shall be reasonable and consistent with the facilities available.
3. Telephone. The cost of work-related long distance calls shall be reimbursed to the employee if the employee does not have a telephone credit card or is unable to bill the call to the office telephone number.

Employees who are in travel status and who will not be returning home during a work week shall be permitted one long-distance telephone call at state expense to their home residence during the week.

4. Personal Expenses.

- a. During Fiscal Year 1982 the cost of dry cleaning and laundry shall be reimbursed to an employee in an amount not to exceed \$15.00 for laundry and/or dry cleaning services for each week after the first week an employee is in continued travel status. The amount authorized for this purpose in Fiscal Year 1983 shall be \$16.00.
- b. Porterage - An employee shall be reimbursed for baggage handling.

E. Special Reimbursable Expenses. Expenses are reimbursable without regard to employee's travel status and assigned work area.

1. Cost of a meal when it is on the agenda of a conference, workshop, seminar or other meeting requiring the employee's attendance.

2. Registration fees for conferences, seminars or workshops.
3. Lodging within the employee's work area when the employee is actively participating in an event directly related to the employee's position which requires his/her presence overnight or when weather conditions or other unforeseen occurrences prevent the employee from returning home.
4. Necessary expense allowances for one attendant for a handicapped employee who requires daily assistance in performing various personal tasks or who has special mobility needs.
5. Expenses as follows for employees assigned to work at the State Fair:
 - a. Fees for admission to the fairgrounds.
 - b. One meal during each shift of fewer than ten hours, or two meals during each shift of ten hours or more, subject to the limits set for in-state travel.
 - c. Taxi fare for handicapped employees who are unable to drive or use other means of public transportation between their normal work stations and the State Fairgrounds, or between the employees' residences and the State Fairgrounds, whichever distance is less.

F. Travel Advances. The appointing authority shall advance the estimated cost of travel expenses where the anticipated expenses total at least \$50.00, provided the employee makes such a request a reasonable period of time in advance of the travel date. If the advance payment exceeds the actual expense, the employee shall return the excess within two weeks.

Chapter XVI. RELOCATION EXPENSES

- A. Authorization. An appointing authority shall reimburse an employee for relocation expenses incurred as the result of (1) a promotion, required transfer or reassignment to a new work station at least 35 miles from his/her present station, or (2) a change of residence required as a condition of employment, or (3) a reassignment, transfer or demotion to a vacant position in the same agency located at least 35 miles from the employee's present work station resulting from abolition of the employee's position.

An appointing authority may reimburse all or a portion of the relocation expenses of an employee who is transferred, reassigned or demoted at the employee's request.

Reimbursement for relocation expenses shall be allowed if a change of residence is completed within six months from the date of appointment or transfer, or unless other time extension arrangements have been approved by the appointing authority.

Employees shall obtain received prior authorization from their appointing authority before incurring any expenses authorized by this chapter.

B. Covered Expenses.

1. For a ninety day period after the effective date of transfer or appointment, travel expenses may be reimbursed for:
 - a. The employee to return to the original work station once each week.
 - b. The employee's spouse to travel between the two locations twice during the period, including mileage, meals and lodging, not to exceed a total of seven days.
 - c. The employee's family to travel to the new work station at the time the move is made, including meals, mileage and lodging.
2. The cost of realtor's fees on the home being sold by the employee, but in no case to exceed 5% of the sales price of the domicile.
3. The cost of moving and packing household goods.
4. Miscellaneous expenses, up to a maximum of \$350 in documented costs.
5. Neither the State of Minnesota nor any of its agencies shall be responsible for the loss or damage to any employee's household goods or personal effects.

The employee shall obtain no less than two bids for packing and/or moving household goods. Approval shall be obtained from the appointing authority prior to any commitment to a mover to either pack or ship the employee's household goods. The appointing authority shall pay for moving a house trailer if the trailer is the employee's domicile.

- A. 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 a fair rental rate established by the appointing authority within guidelines established by the Commissioner of Administration.

In the event the appointing authority no longer requires an employee to live in a state-owned residence as a condition of employment, the employee shall be given a reasonable period of time, not to exceed 60 calendar days, in which to find alternate housing if the employee so decides.

- B. Utilities and Repairs. If the appointing authority requires an employee to maintain an office in the state-owned residence, the appointing authority shall pay a pro-rated 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 under guidelines of the Real Estate Management Division, State Department of Administration. The employee may be held responsible for damage or alteration beyond ordinary wear.

- A. 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.
- B. 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.
- C. Employees who are injured or who are involved in an accident during the course of their employment shall report the accident to their immediate supervisor as soon as possible after it occurs.

- A. Hazardous occupation injuries. Employees of the state Corrections and Welfare institutions, the School for the Deaf, the Braille and Sight Saving School and the Department of Veterans' Affairs who incur a disabling injury in the ordinary course of employment may be eligible for injured on duty pay. In order to be eligible for such pay, employees shall have been acting in a reasonable and prudent manner in compliance with established policies and procedures of the appointing authority when the injury is incurred. Such injuries must be the direct result of aggressive and/or criminal and/or intentional acts, or their consequences, by a person who is a resident or is under the custodial control of a correctional, educational, veterans' or welfare institution; or the injury must have occurred while attempting to apprehend, restrain, or take into custody an institutional inmate or resident, or suspected violator of the law.

Eligible employees 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.

- B. Other Job-Related Injuries. An employee who incurs a compensable illness or injury and receives workers' compensation benefits may:
1. Elect to use accumulated vacation or sick leave, or both, during an absence resulting from an injury or illness for which a claim for workers' compensation is made, pending an award of benefits;
 2. Elect to return the benefit check to the state and receive an adjustment to his/her sick leave or vacation accrual or both, in proportion to the amount of compensation received and in the order in which either sick leave or vacation leave or both was originally taken; or
 3. Elect to retain the workers' compensation benefit check, and to receive payments from sick leave and vacation leave accruals in an amount which will total his/her regular gross pay for the period of time involved.
 - a. In either 2 or 3 above, the total rate of compensation shall not exceed the regular compensation of the employee.
 - b. Employees absent on workers' compensation leave shall be entitled to immediate return to employment 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.

CHAPTER XX. DEFINITIONS

- A. Words and terms used in this Plan have the meanings defined in Minn. Stat. 43A.02.
- B. The following words and terms used in this Plan but not defined in Minn. Stat. 43A.02 shall have the meanings indicated below:
1. "Class option" means an area of specialization which may require special licensure, certification or registration, and for which a separate examination or qualifying process is used in making appointments to a classification.
 2. "Classification Seniority" is the length of continuous service in a specific job class/class option within the agency.
 3. "Commissioner's Plan Layoff List" means that list of employees laid off from positions covered by the Commissioner's Plan.
 4. "Continuous Service" shall commence on the date an employee begins to serve a probationary period. In the case of an employee mandatorily retired at age 65 prior to January 1, 1979, who returns to state service, continuous service shall be credited back to the last date of hire at the time of the mandatory retirement. Continuous service, however, shall not include the period during which the employee was off the state payroll due to the mandatory retirement. In the case of an employee in a trainee classification or an employee working under a provisional appointment, continuous service shall be credited back to the date of hire at the time an employee begins to serve a probationary period in a related class/class option. Continuous service shall be interrupted only by separation because of resignation, discharge for just cause, failure to return upon expiration of a leave of absence, failure to respond to a recall from layoff or retirement.
 5. "Demotion" means a change by an employee from a position in one class to a position in another class with less responsible duties and a lower salary range.
 6. "Emergency Employee" means an employee who was appointed for an unforeseen emergency. (Minn. Stat. § 43A.15, Subd. 2)
 7. "Full-time Employee" means an employee who is scheduled to work an average of 80 hours per bi-weekly payroll period.
 8. "Organizational Unit" means a geographic, organizational or other unit of an agency which is approved by the commissioner as a unit for purposes of employment or layoff or both.
 9. "Overtime" means hours worked in excess of a normal work shift (normally eight hours) or beyond a normal work week (usually five consecutive eight-hour days).
 10. "Part-time Employee" means an employee who is scheduled to work on a regular and recurring schedule of less than 80 hours in a bi-weekly payroll period.

11. "Promotion" means a change of an employee from a position in one class to a position in another class with more responsible duties and a higher salary range.
12. "Related Classes" means those classes within the same agency which are similar in nature and character of work performed and which require similar qualifications.
13. "State Seniority" means the length of employment with the state since the last date of hire. However, in the case of an employee mandatorily retired at age 65 prior to January 1, 1979, who returns to state service, state seniority is defined as the length of employment with the state since the last date of hire preceding the mandatory retirement. Such state seniority shall not include the period during which the employee was off the state payroll due to the mandatory retirement.
14. "Student Worker" means a person employed in programs which are related to an academic program and/or department speciality and personnel needs. No academic credit is given and the training experience does not lead directly or indirectly to employment in the classified service. These programs are generally seasonal or temporary in nature with persons employed in the unclassified service.
15. "Temporary Employee" means an employee who has been appointed to a position which has a definite ending date. (Minn. Stat. § 43A.15, Subd. 3)
16. "Temporary Layoff" means a layoff for a limited period of time in excess of seven calendar days but with an approximate date of return.
17. "Transfer" means the movement of an employee from one agency or organizational unit to another agency or organizational unit, or from one class to another class within the same agency or organizational unit in a comparable salary range and usually involving the performance of similar duties and requiring essentially the same basic qualifications. Job rotation assignments made in conjunction with an established job rotation program designed to acquaint employees with various operations of an agency are not transfers.
18. "Work Area" means (1) the seven county metropolitan area for employees regularly stationed in that area or (2) the area within a 35 mile radius of the employee's work station for employees regularly stationed outside the seven county metropolitan area.
19. "Work Station" means the specific location to which an employee is assigned by the appointing authority for purposes of conducting the duties and responsibilities of the employee's position.
20. "Working Day" means a regularly scheduled day of work as determined by the appointing authority.

APPENDIX "A"

PRO RATA SCHEDULE FOR HOLIDAY PAY

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 9.5	0
At least 9.5, but less than 19.5	1
At least 19.5, but less than 29.5	2
At least 29.5, but less than 39.5	3
At least 39.5, but less than 49.5	4
At least 49.5, but less than 59.5	5
At least 59.5, but less than 69.5	6
At least 69.5, but less than 79.5	7
At least 79.5	8

Appendix B

HOURS OF VACATION ACCRUED
DURING EACH PAYROLL PERIOD
OF CONTINUOUS SERVICE

No. Hours Worked During Pay Period	<u>LENGTH OF SERVICE REQUIREMENT</u>				
	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	Over 20 years
Less than 9.5	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1	1.25	1.50	1.50
At least 19.5, but less than 29.5	1	1.25	1.75	2	2
At least 29.5, but less than 39.5	1.50	2	2.75	3	3
At least 39.5, but less than 49.5	2	2.50	3.50	3.75	4
At least 49.5, but less than 59.5	2.50	3.25	4.50	4.75	5
At least 59.5, but less than 69.5	3	3.75	5.25	5.75	6
At least 69.5, but less than 79.5	3.50	4.50	6.25	6.75	7
At least 79.5	4	5	7	7.50	8

APPENDIX "C"

HOURS OF SICK LEAVE ACCRUED DURING EACH PAYROLL PERIOD OF CONTINUOUS SERVICE

<u>Number of hours worked during pay period.</u>	<u>Less than 900 hours.</u>	<u>900 hours and maintained.</u>
Less than 9.5	0	0
At least 9.5, but less than 19.5	.75	.25
At least 19.5, but less than 29.5	1	.50
At least 29.5, but less than 39.5	1.50	.75
At least 39.5, but less than 49.5	2	1
At least 49.5, but less than 59.5	2.50	1.25
At least 59.5, but less than 69.5	3	1.50
At least 69.5, but less than 79.5	3.50	1.70
At least 79.5	4	2

EMPLOYEE Group Life & Health CARE PROGRAM STATE OF MINNESOTA JANUARY 1, 1980 TO OCTOBER 1, 1981

This brochure is not a policy, but is a brief description of the benefits provided by each of the carriers. Employees receive Certificates stating the main provisions of each Master Policy.

The program is a well balanced and comprehensive program of life insurance, hospital-medical and dental benefits for eligible employees paid for by the State. Also, included are optional coverages which the employee may purchase and pay for by payroll deduction. Eligible employees are those who work:

1. At least 40 hours per week for a period of nine months or more in any twelve consecutive months or,
2. At least 30 hours per week for a twelve consecutive month period.

Part-time or seasonal employees who do not meet the 75% time requirement above, but are employed on at least a 50% time basis, nonetheless may enroll at their own expense.

Basic benefits shall become effective on the first day of the payroll period beginning on or after the 28th calendar day following the first day of employment with the State. An employee must be actively at work on the effective date of coverage. This actively at work requirement also applies to any optional coverages.

Dependents who are hospitalized on the effective date of coverage will not be insured until such dependents are released from the hospital. In no event, will the dependents coverage become effective before the employees coverage. When both spouses work for the State, only one of them may apply for and receive State contribution for dependent coverage.

LIFE INSURANCE BENEFITS

Group life insurance, covering death from any cause, is provided through the Minnesota Mutual Life Insurance Company and the Northwestern National Life Insurance Company (co-insurers). Employees becoming totally and permanently disabled prior to age 60, may apply for continuation of their life insurance without future premium payment. If approved, the life insurance remains in force until death.

Accidental death and dismemberment benefits — If an employee dies by accident (on or off the job) the life insurance doubles.

You must elect either the fee for service plan or one of the health maintenance plans described on the following pages. Benefits are coordinated with the benefits of other group plans. You are also eligible for dental coverage with Delta Dental Plan of Minnesota. Group Health Plan members may choose either the Group Health Dental Plan or the Delta Dental Plan.

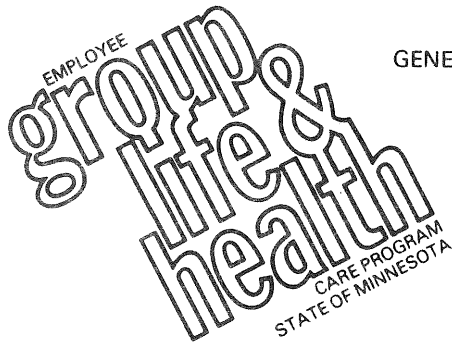
Eligible dependents, as it applies to the health coverage, include the subscriber's spouse if not legally separated, the subscriber's unmarried dependent children from birth to age 19 or to age 23 if such unmarried dependent child 19 years of age or older is a full time student at an accredited educational institution or to any age is such dependent son or daughter qualifies under the terms of the contract as being incapable of self-sustaining employment for reason of mental retardation or physical disability and is totally dependent upon the employee for support. The term dependent children shall include the employee's own children, legally adopted children, foster children and step-children.

Schedule of Life Insurance Benefits:

Employee's Annual Base Salary	Amount of Basic Life Insurance
\$10,000 or less	\$10,000
10,001 - \$15,000	15,000
15,001 - 20,000	20,000
20,001 or more	25,000

Managers Classification

Over \$30,000	\$35,000
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The State of Minnesota provides, where available, two comprehensive approaches to health care: the fee for service concept and the health maintenance organization (HMO) concept.

Fee for service plans pay a scheduled benefit on expenses incurred. The employee is normally responsible for a portion of the expenses. The employee or covered dependent in a fee for service plan may choose any licensed physician and hospital for services.

Health maintenance organizations provide their members with comprehensive health care services on a pre-paid basis. With some exceptions, services are provided at no cost to the member. In addition to providing services for the diagnosis and treatment of illness or injury, HMO's include preventive medicine. Under the HMO concept, members must use the services of HMO affiliated physicians, clinics and hospitals. Special provision is made for emergency service while traveling out of the service area.

A description and comparison of all the plans are outlined in this brochure.

SIMILAR BENEFITS

GENERAL HOSPITAL ADMISSIONS
SURGERY
ANESTHESIOLOGY
X-RAY AND LABORATORY
(In-patient and clinical)
OFFICE CALLS
EYE EXAMS
MATERNITY

VARIED BENEFITS PREVENTIVE MEDICINE

OUT PATIENT EMERGENCY

PRESCRIPTIONS, DRUGS

EYE GLASSES

MENTAL HEALTH INPATIENT

OUTPATIENT

CHEMICAL DEPENDENCY INPATIENT OUTPATIENT

SUPPLEMENTAL BENEFITS

OUT OF AREA BENEFITS

DENTAL CARE

PRE-EXISTING CONDITIONS

CONVERSION PLAN

CENTRAL MINNESOTA GROUP HEALTH PLAN

100% coverage in semi-private room for at least 365 days.

100% covered

100% covered

100% covered

100% covered

100% covered

100% covered while coverage is in force.

100% coverage for health evaluations (except to obtain employment or insurance), well baby care, immunizations, vaccinations, allergy treatment or testing. Patient education programs are available through CMGHP medical center.

100% coverage

Member pays \$2 a prescription for up to 34 day supply. Drugs available at CMGHP medical center or participating pharmacies.

Available at reduced cost at participating optical stores.

100% coverage up to 30 days a calendar year.

20 visits a calendar year, member pays \$10 a visit.

100% coverage for up to 73 days a calendar year.

Covered under out-patient mental health.

80% of fair and reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by CMGHP physician; \$10,000 lifetime maximum.

100% coverage for hospitalization and emergency room. Physicians fees: 80% of fair and reasonable charges.

Preventive dental care for children to age 12.

No restrictions.

CMGHP provides conversion to a non-group CMGHP membership.

COORDINATED HEALTH CARE

GROUP HEALTH ASSN. OF NE MINNESOTA

GROUP HEALTH PLAN INC.

100% coverage in semi-private room for at least 365 days. 100% covered 100% covered 100% covered	100% coverage in semi-private room for at least 365 days. 100% covered 100% covered 100% covered	100% coverage in semi-private room for at least 365 days. 100% covered 100% covered 100% covered
100% covered 100% covered 100% covered while coverage is in force.	100% covered 100% covered 100% covered while coverage is in force.	100% covered 100% covered 100% covered while coverage is in force.
100% coverage for health evaluations, immunizations, hearing exams, eye exams, well child care when provided or referred by CHC physician.	100% coverage for routine annual physicals and immunizations, PAP smears, well baby and child care.	100% coverage for health evaluations (except to obtain employment or insurance), well baby care, immunizations, and allergy testing and treatment.
Member pays \$10 at CHC facility or other facility in life threatening emergency, co-payment is waived if admitted.	Member pays \$10 a visit at hospital where GHA has staff privileges.	100% coverage
Member pays \$2 for 34 day prescription at any CHC related pharmacy. Member pays \$4 at any other pharmacy.	Member pays \$1 a prescription at participating pharmacies up to \$100 a person each certificate year, and 50% of drug expense exceeding \$100 each certificate year.	In 1979 and 1980 members pay \$.50 a prescription for up to 34 days supply of drugs included in GHP formulary. Pharmacies available in eight GHP centers.
Available at cost plus small handling charge when purchased through CHC eyeglass center.	Not covered.	Available at GHP cost when purchased at GHP centers in Metro area.
\$15 a day co-payment, maximum confinement 30 days.	100% coverage in semi-private room for 70 days in any 12 month period when under care of Range Mental Health Center.	100% hospital coverage for 70 days a contract year; 100% coverage by GHP Mental Health Department up to 30 days a contract year.
100% coverage 1st through 5th visits, \$10 co-payment 6th through 25th visits, maximum 25 visits per year.	100% coverage for 20 visits in any 12 month period when under care of Range Mental Health Center.	Psychiatric diagnosis only, when provided by GHP staff.
Member pays \$15 a day 1st through 30th day, \$25 a day 31st through 73rd day, maximum of 73 days. 1st through 5th visit covered in full, 6th through 25th visit member pays \$10, maximum 25 visits a year.	100% coverage to benefit limit for 73 days in any 12 month period when under care of Range Mental Health Center. Same coverage as mental health.	100% in-patient coverage for 73 days while covered and when authorized by GHP chemical dependency counselor, 80% coverage if not under care of or referred by GHP. 100% out-patient coverage.
Supplemental benefits covered at 100% after \$50 each calendar year, for services including private duty nursing, oxygen and medical equipment when prescribed by CHC physician; \$10,000 lifetime maximum.	100% coverage on rental or purchase of durable equipment when prescribed by plan physician.	100% coverage after \$50 co-payment a calendar year for skilled nursing care, oxygen and durable medical equipment when prescribed by GHP physician; \$10,000 lifetime maximum.
Out-patient: Amount charged is paid in full for services at a hospital; scheduled benefit allowance for visits to physicians office. In-patient: Full coverage in semi-private room. Surgery, anesthesia, and hospital visits paid up to a scheduled benefit allowance.	Physicians services subject to \$9 relative value fee schedule. Member pays amount over schedule. Hospital services covered as in area.	For medical emergency, 100% coverage for in-patient/out-patient hospital; scheduled fees for in-patient/out-patient physician care based on California Relative Value Study at \$10 a "unit". GHP also has reciprocal service agreements with over 50 other HMO's.
Dental care and dental surgery is excluded except if required by reason of accidental injury to sound natural teeth, excision of tumors, and exostoses.	Limited dental benefits available. Contact plan office for details.	Preventive dental care for children to age 12. GHP member may select separate GHP dental coverage during annual open enrollment period or as a new employee.
No restrictions during open enrollment periods. May require health evaluations at other times.	No restrictions.	No restrictions.
Member may convert to an individual plan. A special package is available to member who leaves metropolitan area. (See certificate)	Full plan level of benefits if in plan service area.	GHP provides conversion to a non-group HMO membership in GHP.

HMO MINNESOTA**MED CENTER HEALTH
PLAN****NICOLLET EITEL HEALTH
PLAN**

100% coverage in semi-private room for at least 365 days	100% coverage in semi-private room for at least 365 days	100% coverage in semi-private room for at least 365 days.
100% covered	100% covered	100% covered
100% covered	100% covered	100% covered
100% covered	100% covered	100% covered
100% covered	100% covered	100% covered
100% covered	100% covered	100% covered
100% covered while coverage is in force	100% covered while coverage is in force	100% covered while coverage is in force.
100% coverage for routine physicals, well baby care, immunizations and allergy treatment.	100% coverage for physical examinations (except for employment or insurance) and well baby care, immunizations, and allergy testing and treatment.	100% coverage for routine physicals (except for employment or insurance), eye and hearing exams, immunizations, allergy injections and well baby care.
Member pays \$15 a visit, waived if admitted within 24 hours of visit.	Member pays \$15 a visit, waived if admitted for same condition within 24 hours	Member pays \$10 a visit, waived if member is admitted within 24 hours of visit.
Member pays \$2 per prescription at HMOM participating pharmacies.	Member pays up to \$2.50 a prescription for 30 day supply (90 days for birth control pills) or 100 units whichever is greater, or up to 1000 units of insulin.	Member pays up to \$2.50 a prescription for a 34 day supply (3 month supply of birth control pills). Benefit applies out of area.
20% discount for glasses, contact lenses (if medically necessary) at HMOM participating prescription centers.	Discount on eye glasses obtained at Dayton's stores with plan prescription as follows: single vision lenses (2) \$5, multi vision lenses (2) \$10, frames \$5.	\$25 credit through Bension's or Target toward eye glasses or contacts every two years provided there is a prescription change.
Member pays 20% a day, up to 73 days a calendar year.	80% coverage for up to 60 days a calendar year when approved by a plan mental health provider.	Member pays \$20 a day, maximum 30 days per confinement.
Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.	Member pays \$10 a visit to a maximum of 30 visits a year when approved by a plan mental health provider	Individual therapy: member pays \$10 a visit, maximum 50 visits a year. Family therapy: member pays \$15 a year. Group therapy: member pays \$2 a session, maximum 50 visits a year
Member pays 20%, up to 73 days a calendar year.	80% coverage for up to 75 in patient days a calendar year when approved by a plan chemical dependency counselor	Member pays \$250 an admission. Stays of more than 21 days need advance approval of NEHP.
Member pays 20% a visit (not to exceed \$10), up to 30 visits a calendar year.	Out patient treatment for alcoholism and chemical dependency covered as any other mental condition.	Member pays \$100 a treatment program.
100% coverage for medical equipment when prescribed by an HMOM physician.	80% coverage up to \$2,500, then 100% to \$100,000 for ambulance, private duty nursing, prosthetic devices and durable medical equipment; 100% coverage for blood. No coverage for chiropractor unless referred by plan physicians. No coverage for custodial care.	80% coverage up to \$1,500 then 100% up to \$250,000 for durable medical equipment, ambulance, prosthetic devices. 100% coverage for blood.
100% coverage of first \$10,000; 80% of balance up to \$250,000 a member each year for emergency care.	100% coverage if referred by MCHP physician; no other coverage except 80% coverage of first \$2,500, then 100% coverage up to \$100,000 for emergency treatment.	Acute emergency service in area and medically necessary care out of area covered at 80% up to \$1,500, then 100% up to \$250,000. 100% coverage if referred by Plan physician.
No coverage for routine dental care. Accidental injury to natural teeth covered 100%.	80% coverage for treatment due to accident if treated within six months of accident. No other coverage even if hospitalized	80% coverage to restore sound teeth as result of accident which occurs while plan member. No coverage for dental hospitalization unless medically necessary.
100% coverage with exception of congenital anomalies in children over 16.	100% coverage except for congenital malformations and anomalies	No restrictions.
Individual comprehensive, major medical conversion contract through Blue Cross/Blue Shield of Minnesota.	Conversion plan available through Northwestern National Life Ins. Co.	Eight insurance conversion options available through Northwestern National Life Ins. Co.

PHYSICIANS HEALTH PLAN

SHARE HEALTH PLAN

DENTAL PLANS

100% coverage in semi-private room for at least 365 days
100% covered
100% covered
100% covered

100% covered
100% covered
100% covered while coverage is in force

100% coverage in semi-private room for at least 365 days
100% covered
100% covered
100% covered

100% covered
100% covered
100% covered while coverage is in force

100% coverage for routine health exams (except for employment or insurance), well child care, immunizations, injections and allergy shots.

100% coverage for physical exams, eye exams, well child care, immunizations, voluntary family planning, infertility evaluations and consultations, diagnostic x-ray and lab.

Member pays \$15 a visit for emergency room and out patient services through any participating hospital. 100% coverage for scheduled out-patient surgery, diagnostic tests and therapy for which no facility charge is made or when admission for same emergency condition occurs within 24 hours.

Member pays first \$10 at SHARE facility. At non-SHARE facility, SHARE pays 80% of first \$1000, 100% thereafter.

Member pays up to \$2.50 a prescription or refill for up to 34 day supply, or 100 units whichever is less. Birth control pills: 3 month supply.

Member pays up to \$2.50 for 100 pills or 30 day supply, whichever is less, (3 month supply of birth control pills) when purchased from participating pharmacies.

Discounts for eye glasses are available through participating optical centers.

Available at a substantial discount through SHARE.

PHP requires member be evaluated in advance by PHP mental health designee (unless an emergency) before beginning or continuing in- or out-patient treatment for mental health. Plan provides 80% of necessary in-patient hospital and medical expenses with a 73-day limit a calendar year. Member pays \$10 each out-patient visit, up to 30 visits a calendar year.

Member pays \$15 a day, maximum 30-day confinement. In-patient services in a residential care facility for emotionally handicapped children for up to 30 days a calendar year, member pays \$15 a day.

Member pays \$5 a visit, up to 20 visits a calendar year for out-patient evaluation and crisis intervention care.

Same coverage as above.

Member pays \$15 a day up to 73 days a year for detoxification and/or treatment.

Member pays \$5 a day, up to 20 visits a calendar year for drug addiction or alcohol treatment.

80% coverage for ambulance, private duty nursing, specific prosthetic devices and durable medical equipment, 100% coverage for blood.

Supplemental benefits covered at 80%. Services include private duty nursing, oxygen, and medical supplies.

100% coverage for referrals if approved in advance by PHP. 80% of first \$2,500 then 100% up to \$125,000 a member for emergency treatment each calendar year.

SHARE pays 80% of first \$1,000 in charges, 100% thereafter.

80% coverage for treatment of sound natural teeth due to accidental injury if treatment is received within six months of accident. Hospital benefits may be provided when admission is necessary due to a concurrent medical hazard and authorized in advance.

100% coverage for children under age 12, for office calls, exams, cleanings and flourides, at 1630 University Ave. Dental Clinic.

No restrictions except for congenital malformations and anomalies that have been diagnosed or for which the member received treatment or was aware of prior to enrollment in PHP.

No restrictions.

If remaining in the servicing area, benefits remain the same except for co-payment of: \$3 per office visit (except for preventive benefits) \$15 for eye exams, and \$200 for maternity. Members leaving the area may select one of the Mutual of Omaha conversion plans.

Available through SHARE at same level of benefits for persons residing in metropolitan area. Scheduled benefit program available for non-residents.

DELTA DENTAL PLAN OF MINNESOTA

Coverage A Regular Diagnostic & Preventive Services

Reimbursed at 80% of charge when service is performed by a participating dentist.

Coverage B Regular & Restorative Services

Reimbursed at 80% of charge when performed by a participating dentist.

Coverage C Prosthetics

Reimbursed at 50% of charge when service is performed by a participating dentist.

Coverage D Orthodontics

Reimbursed at 80% of charge when service is performed by a participating dentist. Coverage limited to eligible dependent children ages 8 through 18.

Miscellaneous

Benefits payable on coverage B and coverage C are subject to a combined \$25 deductible each calendar year.

\$1000 annual maximum benefit payable on each covered person.

GROUP HEALTH PLAN, INC.

Coverage A Regular Diagnostic & Preventive Services

Provided at 100% through GHP dental facilities.

Coverage B Regular & Restorative Services

Provided at 80% of charges through GHP dental facilities.

Coverage C Prosthetics

Provided at 50% of charges, through GHP dental facilities.

Coverage D Orthodontics

Provided at 80% of charges, after approval by GHP dental staff, to dependent children while under age 19.

\$1,000 annual maximum benefit on orthodontics.

Miscellaneous

Enrollment in this program is available only to those employees choosing GWP medical-hospital coverage.

No deductible. No maximum on coverages A, B or C.

BLUE CROSS AND BLUE SHIELD OF MINNESOTA

HOSPITAL SERVICES		High Option	Low Option
GENERAL ADMISSIONS	Full coverage in semi-private room for 365 days. *Note exceptions	\$16 a day on room charge. Full coverage on necessary hospital expenses for 365 days. *Note exceptions	
NERVOUS, MENTAL AND TB*	Full coverage in semi-private room for 70 days.	\$16 a day on room charge. Full coverage on necessary hospital expenses for 70 days.	
CHEMICAL DEPENDENCY*	Full coverage in semi-private room for 73 days.	\$16 a day on room charge. Full coverage on necessary hospital expenses for 73 days.	
MATERNITY	Full coverage in semi-private room provided contract is in force at date of delivery.	\$16 a day on room charge. Full coverage on necessary hospital expenses provided contract is in force at date of delivery.	
OUT-PATIENT EMERGENCIES	Full coverage for first visit for eligible medical emergency; accident care within 72 hours of accident; and minor surgery.	Same as High Option	
PHYSICIANS' SERVICES			
SURGERY	Benefit determined by schedule with remaining charge reimbursed at 80% of the usual, customary and reasonable fee.	Same as High Option but with lower scheduled allowance.	
ANESTHESIOLOGY	20% of scheduled surgical allowance with the remaining expense reimbursed at 80% of the usual, customary and reasonable fee.	Same as High Option.	
HOSPITAL VISITS	\$15 for first day. \$5 a day for next 364 days. Necessary consultation fees under Major Medical.	\$12 for first day. \$4 a day for next 364 days. Necessary consultation fees under Major Medical.	
MENTAL HEALTH	90% of first \$600. Remainder covered under Major Medical.	Same as High Option.	
X-RAY AND LABORATORY	Up to \$100 a year. Remainder under Major Medical.	Up to \$50 a year. Remainder under Major Medical.	
OBSTETRICS	Full coverage of the usual, customary and reasonable fee provided contract is in force at date of delivery.	Same as High Option.	
OFFICE CALLS	80% paid under Major Medical when incurred for diagnosis or treatment of illness or injury. See Major Medical description.	Same as High Option.	
MISCELLANEOUS			
PRESCRIPTIONS	80% paid under Major Medical. See Major Medical description.	Same as High Option.	
MAJOR MEDICAL	\$50.00 calendar year deductible per person. 80% reimbursement on expense exceeding the deductible. \$250,000 maximum.	Same as High Option.	

HMO LOCATIONS

Central Minnesota Group Health Plan

GHCMP MEDICAL CENTER
1411 St. Germain St., St. Cloud, MN

HOSPITAL

ST. CLOUD HOSPITAL
1406 N. 6th, St. Cloud, MN

Coordinated Health Care, Inc.

ST. PAUL PRIMARY CARE CENTER
258 University Ave.
St. Paul, MN

ST. CROIX VALLEY CLINIC P.A.
921 So. Greeley
Stillwater, MN

HOSPITALS

SAINT PAUL RAMSEY HOSPITAL
640 Jackson Street
St. Paul, MN

LAKEVIEW MEMORIAL
921 Greeley Street
Stillwater, MN

Group Health Association of Northeastern Minnesota

ADAMS CLINIC
Hibbing & Chisholm, MN

COMMUNITY HEALTH CENTER
Two Harbors, MN

EAST RANGE CLINIC
Virginia-Aurora, MN

LENONT PETERSON CLINIC
Virginia, MN

HOSPITALS

HIBBING GENERAL HOSPITAL
Hibbing, MN

LAKEVIEW MEMORIAL HOSPITAL
Two Harbors, MN

VIRGINIA REGIONAL MEDICAL CENTER
Virginia, MN

Group Health Plan, Inc.

GROUP HEALTH COMO MEDICAL CENTER
2500 Como Ave. (at Hwy 280), St. Paul, MN

GROUP HEALTH WEST MEDICAL CENTER
1533 Utica Ave. So. (at Hwys 12 & 100)
St. Louis Park, MN

*GROUP HEALTH BLOOMINGTON MEDICAL
CENTER
86th St. & Nicollet Ave., Bloomington, MN

GROUP HEALTH MAPLEWOOD MEDICAL CENTER
2165 White Bear Ave., Maplewood, MN

GROUP HEALTH BROOKLYN CENTER MEDICAL
CENTER
6845 Lee Ave. No., Brooklyn Center, MN

*GROUP HEALTH RIVERSIDE MEDICAL CENTER
606 24th Ave. So., Minneapolis, MN

*GROUP HEALTH SAINT PAUL MEDICAL CENTER
Wabasha & Plato, St. Paul, MN

GROUP HEALTH BURNSVILLE MEDICAL CENTER
200 Nicollet Blvd. E., Burnsville, MN

GROUP HEALTH SPRING LAKE PARK MEDICAL
CENTER (Spring 1980)
81st & Center Av. NE, Spring Lake Park, MN

LENONT-PETERSON CLINIC
830 9th Street No., Virginia, MN

COMMUNITY HEALTH CENTER
4th St. at 11th Ave., Two Harbors, MN

*DENTAL LOCATIONS

HOSPITALS

FAIRVIEW HOSPITAL/ST. MARY'S
2312 S. 6th St. Minneapolis, MN

BETHESDA LUTHERAN MEDICAL CENTER
559 Capitol Blvd., St. Paul, MN

CHILDRENS HOSPITAL ST. PAUL
345 Smith, St. Paul, MN

HMO Minnesota

HMOM provides medical services through 1600 primary and specialty care physicians throughout the state. Hospital care is available at any licensed hospital (this includes emergency conditions and physicians referrals). Prescription drugs are available at over 300 participating pharmacies. An HMO Minnesota physicians, hospital and pharmacy listing is available from your state personnel officer or the U of M employees benefits department. For more information, call 612-450-8421 or 218-722-4685.

Med Center Health Plan

ST. MICHAEL AREA MEDICAL CENTER
St. Michael 55376

RAMSEY MEDICAL CENTER
5300 153rd Av., Ramsey 55303

COON RAPIDS CLINIC
9920 N.W. Zilla, Coon Rapids 55433

ST. LOUIS PARK MEDICAL CENTER
5000 West 39th St., St. Louis Park 55416

PLYMOUTH SATELLITE
12805 Highway 55, Plymouth 55441

RIDGEDALE SATELLITE
12700 Highway 12, Minnetonka 55343

MINNETONKA SATELLITE
18001 Highway 7, Minnetonka 55343

HOPKINS SATELLITE
47 Ninth Av. So., Hopkins 55343

BLOOMINGTON SATELLITE
4200 West Old Shakopee Rd., Bloomington 55420

MMC SATELLITE
Suite 206, Metropolitan Medical Office Bldg., 825
South 8th St., Minneapolis 55404

WHITE BEAR FAMILY PRACTICE CLINIC, P.A.
3320 Bellaire Av., White Bear Lake 55110

MAPLEWOOD FAMILY PRACTICE GROUP
1814 North St. Paul Rd., Maplewood 55109

GORMAN CLINIC
234 E. Wentworth Av., West St. Paul, MN 55118

NORTH ST. PAUL MEDICAL CENTER
2579 East Seventh Av., North St. Paul 55109

MARYLAND CLINIC
911 E. Maryland Av., St. Paul 55106

EASTSIDE MEDICAL CENTER
891 White Bear Av., St. Paul 55106

ARCADE CLINIC
651 Arcade, St. Paul 55106

SCENIC HILLS CLINIC
261 No. Ruth Street, St. Paul 55119

SHAKOPEE MEDICAL CENTER
1335 East 10th Avenue, Shakopee 55379

HOSPITALS

MERCY MEDICAL CENTER
4050 Coon Rapids Blvd., Coon Rapids, MN

ST. JOHN'S HOSPITAL
403 Maria Av., St. Paul, MN

ST. FRANCIS HOSPITAL
325 W. 5th, Shakopee, MN

METHODIST HOSPITAL
6500 Exc. Blvd., Minneapolis, MN

Nicollet/Eitel Health Plan

BLOOMINGTON NICOLLET CLINIC
7901 Xerxes Ave.S.
Bloomington, Minnesota

BURNSVILLE NICOLLET CLINIC
200 East Nicollet Blvd.
Burnsville, Minnesota

MINNEAPOLIS NICOLLET CLINIC
Franklin & Blaisdell Avenues
Minneapolis, Minnesota

WAYZATA NICOLLET CLINIC
201 East Lake Street
Wayzata, Minnesota

HOSPITALS

EITEL HOSPITAL
Minneapolis, MN

FAIRVIEW-SOUTHDALE HOSPITAL
Edina, MN

CHILDREN'S HEALTH CENTER
Minneapolis, MN

PHP LOCATIONS

PHP provides services through more than 1600 physicians and offices located throughout a 12 county service area. Medically necessary hospital treatment is available at 23 participating hospitals and prescriptions drugs are available at over 375 pharmacies. A list of PHP providers and services may be obtained through your state personnel officer or the University of Minnesota employee benefits department. For additional details, call PHP at 332-7541.

Share Health Plan

BROOKLYN PARK MEDICAL CENTER
5805 74th Av.N., Brooklyn Park, MN

COLUMBIA PARK CLINIC
3620 Central Av. NE, Columbia Park, MN

ST. PAUL MEDICAL CENTER
555 Simpson St., St. Paul, MN

STADIUM SQUARE MEDICAL CENTER
7920 Cedar Av.S., Bloomington, MN

HOSPITALS

UNITY HOSPITAL
550 Osborne Rd., Fridley, MN

MIDWAY HOSPITAL
1700 University Ave., St. Paul, MN

CHILDRENS HOSPITAL
345 Smith, St. Paul, MN

FAIRVIEW-SOUTHDALE HOSPITAL
6401 France Av.S., Edina, MN

SAMARITAN HOSPITAL
1515 Charles Av., St. Paul, MN

MINNESOTA MUTUAL/NORTHWESTERN NATIONAL LIFE

OPTIONAL ADDITIONAL EMPLOYEE, SPOUSE AND DEPENDENT LIFE INSURANCE

1. **Additional Employee Life Insurance** may be applied for in amounts of \$1,000 or more up to \$10,000. Employees who have \$10,000 additional life or who bring their total amount of additional life insurance up to \$10,000, may also apply for up to six additional units of \$5,000 each. Those employees with \$40,000 additional life may apply for up to three additional units of \$20,000 each. The total additional employee life insurance available is \$100,000.

Accidental Death and Dismemberment — if an employee dies by accident (24 hour coverage) the amount of life insurance doubles.

Employees becoming totally and permanently disabled prior to age 60 may apply for continuation of their life insurance without further premium. If approved, the life insurance remains in force until date of death.

Satisfactory evidence of insurability must be furnished for all amounts of additional employee life insurance. The table of rates per \$1,000 is shown below.

2. **Spouse life insurance** may be applied for in an amount not to exceed 50% of the coverage carried by the employee.
3. **Dependents life insurance** of \$2,000 may be applied for by the employee for his spouse and each dependent child (each child from 14 days to 6 months \$100, thereafter \$2,000). Prior to age 70, an additional amount of \$2,000 accidental death and dismemberment insurance is included on the life of the spouse. The table of rates per family based upon the age of the employee is shown below.

LIFE INSURANCE COST PER 2-WEEK PAY PERIOD

Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$2,000 Dependent Life	Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$2,000 Dependent Life
Under 30	\$.06	\$.22	45 — 49	\$.18	\$.46
30 — 34	.10	.30	50 — 54	.35	.80
35 — 39	.10	.30	55 — 59	.50	1.08
40 — 44	.18	.46	60 — 64	.85	1.80
			65 — 69	1.56	3.22

ST. PAUL LIFE INSURANCE COMPANY

ACCIDENT AND SICKNESS INDEMNITY (1st day accident — 8th day sickness — 26 weeks)

Accident and Sickness Indemnity may be applied for by the employee in the amounts as follows if the monthly benefit does not exceed 66 2/3 of the monthly salary. **NOTE: No benefit is payable when eligible for Worker's Compensation benefits**

Monthly Benefit	Cost Per 2-Week Pay Period	Monthly Benefit	Cost Per 2-Week Pay Period
\$140	\$1.20	\$ 500	\$4.30
170	1.46	600	5.16
200	1.72	700	6.02
250	2.15	800	6.88
300	2.58	900	7.74
400	3.44	1000	8.60

LONG TERM SALARY CONTINUANCE DISABILITY

This coverage is available to certain employees based upon annual salary. Cost per \$50 of coverage — \$.59 per 2-week pay period.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This coverage is available in units of \$5,000. An employee may apply for amounts from \$5,000 to \$100,000 (ages 61 - 70, \$50,000). It is also available to a spouse in units of \$5,000 to a maximum of \$25,000 (but not more than amount purchased by employee). The rate for a \$5,000 unit is \$.15 per 2-week pay period.

NOTE: If both husband and wife are employed by the State, they are each eligible to apply for the Optional Life (Minnesota Mutual and Northwestern National) and the Accidental Death and Dismemberment Insurance (St. Paul Life Insurance Company) benefits as employees, but they may not insure each other for the dependent benefits.

APPENDIX E
Salary Grid

Salary ranges consist of minimum and maximum rates only. Columns B thru J merely indicate possible salary range maximums.

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
F	1	YR	14,052	14,553	15,117	15,618	16,140	16,662	17,226	17,811	18,416	19,043	1
		MO	1171	1213	1260	1302	1345	1389	1436	1484	1535	1587	
		HR	6.73	6.97	7.24	7.48	7.73	7.98	8.25	8.53	8.82	9.12	
F	2	YR	14,553	15,117	15,618	16,140	16,662	17,226	17,811	18,416	19,043	19,711	2
		MO	1213	1260	1302	1345	1389	1436	1484	1535	1587	1643	
		HR	6.97	7.24	7.48	7.73	7.98	8.25	8.53	8.82	9.12	9.44	
F	3	YR	15,117	15,618	16,140	16,662	17,226	17,811	18,416	19,043	19,711	20,379	3
		MO	1260	1302	1345	1389	1436	1484	1535	1587	1643	1698	
		HR	7.24	7.48	7.73	7.98	8.25	8.53	8.82	9.12	9.44	9.76	
F	4	YR	15,618	16,140	16,662	17,226	17,811	18,416	19,043	19,711	20,379	21,110	4
		MO	1302	1345	1389	1436	1484	1535	1587	1643	1698	1759	
		HR	7.48	7.73	7.98	8.25	8.53	8.82	9.12	9.44	9.76	10.11	
F	5	YR	16,140	16,662	17,226	17,811	18,416	19,043	19,711	20,379	21,110	21,861	5
		MO	1345	1389	1436	1484	1535	1587	1643	1698	1759	1822	
		HR	7.73	7.98	8.25	8.53	8.82	9.12	9.44	9.76	10.11	10.47	
F	6	YR	16,662	17,226	17,811	18,416	19,043	19,711	20,379	21,110	21,861	22,634	6
		MO	1389	1436	1484	1535	1587	1643	1698	1759	1822	1886	
		HR	7.98	8.25	8.53	8.82	9.12	9.44	9.76	10.11	10.47	10.84	
F	7	YR	17,226	17,811	18,416	19,043	19,711	20,379	21,110	21,861	22,634	23,469	7
		MO	1436	1484	1535	1587	1643	1698	1759	1822	1886	1956	
		HR	8.25	8.53	8.82	9.12	9.44	9.76	10.11	10.47	10.84	11.24	
F	8	YR	17,811	18,416	19,043	19,711	20,379	21,110	21,861	22,634	23,469	24,304	8
		MO	1484	1535	1587	1643	1698	1759	1822	1886	1956	2025	
		HR	8.53	8.82	9.12	9.44	9.76	10.11	10.47	10.84	11.24	11.64	
F	9	YR	18,416	19,043	19,711	20,379	21,110	21,861	22,634	23,469	24,304	25,181	9
		MO	1535	1587	1643	1698	1759	1822	1886	1956	2025	2098	
		HR	8.82	9.12	9.44	9.76	10.11	10.47	10.84	11.24	11.64	12.06	
F	10	YR	19,043	19,711	20,379	21,110	21,861	22,634	23,469	24,304	25,181	26,121	10
		MO	1587	1643	1698	1759	1822	1886	1956	2025	2098	2177	
		HR	9.12	9.44	9.76	10.11	10.47	10.84	11.24	11.64	12.06	12.51	
F	11	YR	19,711	20,379	21,110	21,861	22,634	23,469	24,304	25,181	26,121	27,060	11
		MO	1643	1698	1759	1822	1886	1956	2025	2098	2177	2255	
		HR	9.44	9.76	10.11	10.47	10.84	11.24	11.64	12.06	12.51	12.96	

APPENDIX E

Highway Patrol Supervisors

Highway Patrol Captains and Majors shall have salary ranges, consisting of minimum and maximum rates of pay as provided below, effective July 1, 1981.

	Comp. Code		Minimum	Maximum
Highway Patrol Major	06P	YR	\$30,902	\$35,183
		MO	2575	2932
		HR	14.80	16.85
Highway Patrol Captain	05P	YR	\$27,060	\$31,926
		MO	2255	2660
		HR	12.96	15.29

The above salary ranges shall be increased by 6% on June 30, 1982, and by 3% on December 30, 1982. Highway Patrol Captains and Majors shall receive the same market adjustments and shall be eligible for performance-based salary increases in the same manner as the supervisory professional employees covered by this Plan. However, Captains and Majors are not eligible to receive any shift differentials.

APPENDIX E
Salary Grid
Confidential Employees - Clerical, Technical and Related Supervisory
Effective July 1, 1981

Salary ranges consist of minimum and maximum rates only. Columns B thru J merely indicate possible salary range maximums.

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
F	52	YR	11,588	11,839	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	52
		MO	966	987	1009	1035	1061	1089	1115	1141	1171	1202	
		HR	5.55	5.67	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	
F	53	YR	11,839	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	53
		MO	987	1009	1035	1061	1089	1115	1141	1171	1202	1235	
		HR	5.67	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	
F	54	YR	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	54
		MO	1009	1035	1061	1089	1115	1141	1171	1202	1235	1274	
		HR	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	
F	55	YR	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	55
		MO	1035	1061	1089	1115	1141	1171	1202	1235	1274	1307	
		HR	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	
F	56	YR	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	56
		MO	1061	1089	1115	1141	1171	1202	1235	1274	1307	1343	
		HR	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	
F	57	YR	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	57
		MO	1089	1115	1141	1171	1202	1235	1274	1307	1343	1382	
		HR	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	
F	58	YR	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	17,080	58
		MO	1115	1141	1171	1202	1235	1274	1307	1343	1382	1423	
		HR	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	8.18	
F	59	YR	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	17,080	17,560	59
		MO	1141	1171	1202	1235	1274	1307	1343	1382	1423	1463	
		HR	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	8.18	8.41	
F	60	YR	14,052	14,428	14,825	15,284	15,681	16,119	16,579	17,080	17,560	18,061	60
		MO	1171	1202	1235	1274	1307	1343	1382	1423	1463	1505	
		HR	6.73	6.91	7.10	7.32	7.51	7.72	7.94	8.18	8.41	8.65	
F	61	YR	14,428	14,825	15,284	15,681	16,119	16,579	17,080	17,560	18,061	18,625	61
		MO	1202	1235	1274	1307	1343	1382	1423	1463	1505	1552	
		HR	6.91	7.10	7.32	7.51	7.72	7.94	8.18	8.41	8.65	8.92	
F	62	YR	14,825	15,284	15,681	16,119	16,579	17,080	17,560	18,061	18,625	19,189	62
		MO	1235	1274	1307	1343	1382	1423	1463	1505	1552	1599	
		HR	7.10	7.32	7.51	7.72	7.94	8.18	8.41	8.65	8.92	9.19	
F	63	YR	15,284	15,681	16,119	16,579	17,080	17,560	18,061	18,625	19,189	19,752	63
		MO	1274	1307	1343	1382	1423	1463	1505	1552	1599	1646	
		HR	7.32	7.51	7.72	7.94	8.18	8.41	8.65	8.92	9.19	9.46	
F	64	YR	15,681	16,119	16,579	17,080	17,560	18,061	18,625	19,189	19,752	20,316	64
		MO	1307	1343	1382	1423	1463	1505	1552	1599	1646	1693	
		HR	7.51	7.72	7.94	8.18	8.41	8.65	8.92	9.19	9.46	9.73	
F	65	YR	16,119	16,579	17,080	17,560	18,061	18,625	19,189	19,752	20,316	20,880	65
		MO	1343	1382	1423	1463	1505	1552	1599	1646	1693	1740	
		HR	7.72	7.94	8.18	8.41	8.65	8.92	9.19	9.46	9.73	10.00	
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

Confidential Employees - Clerical, Technical and Related
Effective July 1, 1981

Salary ranges consist of minimum and maximum rates only. Columns B thru J merely indicate possible salary range maximums.

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
C	42	YR	8,895	9,145	9,417	9,688	9,960	10,294	10,565	10,816	11,087	11,317	42
		MO	741	762	785	807	830	858	880	901	924	943	
		HR	4.26	4.38	4.51	4.64	4.77	4.93	5.06	5.18	5.31	5.42	
C	43	YR	9,145	9,417	9,688	9,960	10,294	10,565	10,816	11,087	11,317	11,588	43
		MO	762	785	807	830	858	880	901	924	943	966	
		HR	4.38	4.51	4.64	4.77	4.93	5.06	5.18	5.31	5.42	5.55	
C	44	YR	9,417	9,688	9,960	10,294	10,565	10,816	11,087	11,317	11,588	11,839	44
		MO	785	807	830	858	880	901	924	943	966	987	
		HR	4.51	4.64	4.77	4.93	5.06	5.18	5.31	5.42	5.55	5.67	
C	45	YR	9,688	9,960	10,294	10,565	10,816	11,087	11,317	11,588	11,839	12,173	45
		MO	807	830	858	880	901	924	943	966	987	1014	
		HR	4.64	4.77	4.93	5.06	5.18	5.31	5.42	5.55	5.67	5.83	
C	46	YR	9,960	10,294	10,565	10,816	11,087	11,317	11,588	11,839	12,173	12,465	46
		MO	830	858	880	901	924	943	966	987	1014	1039	
		HR	4.77	4.93	5.06	5.18	5.31	5.42	5.55	5.67	5.83	5.97	
C	47	YR	10,294	10,565	10,816	11,087	11,317	11,588	11,839	12,173	12,465	12,758	47
		MO	858	880	901	924	943	966	987	1014	1039	1063	
		HR	4.93	5.06	5.18	5.31	5.42	5.55	5.67	5.83	5.97	6.11	
C	48	YR	10,565	10,816	11,087	11,317	11,588	11,839	12,173	12,465	12,758	13,071	48
		MO	880	901	924	943	966	987	1014	1039	1063	1089	
		HR	5.06	5.18	5.31	5.42	5.55	5.67	5.83	5.97	6.11	6.26	
C	49	YR	10,816	11,087	11,317	11,588	11,839	12,110	12,465	12,758	13,071	13,384	49
		MO	901	924	943	966	987	1009	1039	1063	1089	1115	
		HR	5.18	5.31	5.42	5.55	5.67	5.80	5.97	6.11	6.26	6.41	
C	50	YR	11,087	11,317	11,588	11,839	12,110	12,424	12,737	13,071	13,384	13,697	50
		MO	924	943	966	987	1009	1035	1061	1089	1115	1141	
		HR	5.31	5.42	5.55	5.67	5.80	5.95	6.10	6.26	6.41	6.56	
C	51	YR	11,317	11,588	11,839	12,110	12,424	12,737	13,071	13,384	13,697	14,052	51
		MO	943	966	987	1009	1035	1061	1089	1115	1141	1171	
		HR	5.42	5.55	5.67	5.80	5.95	6.10	6.26	6.41	6.56	6.73	
C	52	YR	11,588	11,839	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	52
		MO	966	987	1009	1035	1061	1089	1115	1141	1171	1202	
		HR	5.55	5.67	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	
C	53	YR	11,839	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	53
		MO	987	1009	1035	1061	1089	1115	1141	1171	1202	1235	
		HR	5.67	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	
C	54	YR	12,110	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	54
		MO	1009	1035	1061	1089	1115	1141	1171	1202	1235	1274	
		HR	5.80	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	
C	55	YR	12,424	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	55
		MO	1035	1061	1089	1115	1141	1171	1202	1235	1274	1307	
		HR	5.95	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	
C	56	YR	12,737	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	56
		MO	1061	1089	1115	1141	1171	1202	1235	1274	1307	1343	
		HR	6.10	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	
C	57	YR	13,071	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	57
		MO	1089	1115	1141	1171	1202	1235	1274	1307	1343	1382	
		HR	6.26	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	
C	58	YR	13,384	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	17,080	58
		MO	1115	1141	1171	1202	1235	1274	1307	1343	1382	1423	
		HR	6.41	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	8.18	
C	59	YR	13,697	14,052	14,428	14,825	15,284	15,681	16,119	16,579	17,080	17,560	59
		MO	1141	1171	1202	1235	1274	1307	1343	1382	1423	1463	
		HR	6.56	6.73	6.91	7.10	7.32	7.51	7.72	7.94	8.18	8.41	

[illegible]

APPENDIX F
Salary Grid
Confidential Employees - Craft, Maintenance and Labor
Effective July 1, 1981

Comp Code		Orientation		Base	
Step			01	02	
Series	Range	YR	14,219	14,532	Range
B	77	MO	1185	1211	77
		HR	6.81	6.96	
		YR	14,532	14,783	
B	78	MO	1211	1232	78
		HR	6.96	7.08	
		YR	14,783	15,075	
B	79	MO	1232	1256	79
		HR	7.08	7.22	
		YR	15,075	15,389	
B	80	MO	1256	1282	80
		HR	7.22	7.37	
		YR	15,389	15,827	
B	81	MO	1282	1319	81
		HR	7.37	7.58	
		YR	15,827	16,286	
B	82	MO	1319	1357	82
		HR	7.58	7.80	
		YR	16,286	16,746	
B	83	MO	1357	1395	83
		HR	7.80	8.02	
		YR	16,746	17,247	
B	84	MO	1395	1437	84
		HR	8.02	8.26	
		YR	17,247	17,748	
B	85	MO	1437	1479	85
		HR	8.26	8.50	
		YR	17,748	18,249	
B	86	MO	1479	1521	86
		HR	8.50	8.74	
		YR	18,249	18,771	
B	87	MO	1521	1564	87
		HR	8.74	8.99	
		YR	18,771	19,335	
B	88	MO	1564	1611	88
		HR	8.99	9.26	
		YR	19,335	19,899	
B	89	MO	1611	1658	89
		HR	9.26	9.53	
		YR	19,899	20,483	
B	90	MO	1658	1707	90
		HR	9.53	9.81	
		YR	20,483	21,089	
B	91	MO	1707	1757	91
		HR	9.81	10.10	
		YR	21,089	21,715	
B	92	MO	1757	1810	92
		HR	10.10	10.40	
		YR	21,715	22,362	
B	93	MO	1810	1864	93
		HR	10.40	10.71	
		YR	22,362	23,031	
B	94	MO	1864	1919	94
		HR	10.71	11.03	
		YR	23,031	23,741	
B	95	MO	1919	1978	95
		HR	11.03	11.37	

Step	01	02
Comp Code	Orientation	Base

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

Appendix G

Compensation Adjustments Effective July 1, 1981

Implementation of the Commissioner's Plan will result in a number of compensation changes, such as compensation codes, range maximums, etc. These changes are specified below. All other classes covered by the Plan will be paid as indicated on the salary grids in Appendices E and F according to their present compensation codes. Alphabetic salary plans listing all classes covered by the Plan will be distributed as soon as they can be printed.

I. The following clerical classes will receive a one range equity adjustment.

<u>Class</u>	<u>Comp. Series</u>	<u>New Comp. Code</u>	<u>Occupational Group</u>
Word Processing Operator 2	C	54H	Office
Word Processing Operator 3	C	57H	Office
Executive 1	C	61H	Office

II. The ranges for the following technical classes shall be extended the equivalent of an additional step beyond their previous maximums.

Accounting Technician	C	61H	Technical
Accounting Technician, Sr.	C	63H	Technical
Personnel Aide	C	57I	Technical
Personnel Aide, Sr.	C	59I	Technical
Hearings Reporter	C	71F	Technical
Hearings Reporter, Sr.	C	73J	Technical
Library Technician	C	57I	Technical
Student Worker Para-Professional	C	53E	Technical
Student Worker Para-Prof., Sr.	C	57F	Technical

III. The ranges for the following technical/supervisory classes shall be extended the equivalent of an additional step beyond their previous maximums.

Accounting Technician, Sup.	F	61I	Tech./Sup.
Accounting Technician, Sup., Sr.	F	63I	Tech./Sup.

IV. The following clerical/supervisory classes will receive a one range equity adjustment.

Office Services Supervisor 1	F	61H	Office/Sup.
Word Processing Center Sup.	F	61H	Office/Sup.

V. The following professional classes will receive a one range equity adjustment.

Attorney 1	F	14I	Professional
Attorney 2	F	16I	Professional
Attorney 3	F	20I	Professional
Compensation Attorney	F	16I	Professional
Compensation Attorney, Principal	F	20I	Professional

The salary range for Attorney 1 (HOA) shall be extended and have a new compensation code of 14I.

Appendix G (cont.)

VI. The ranges for the following classes covered by the professional-professional/supervisory salary schedule shall be extended the equivalent of an additional step beyond their previous maximums.

Executive 2	F	4J	Office/Sup.
Office Services Supervisor 2	F	4J	Office/Sup.
Staff Program Assistant	F	1J	Office/Sup.

VII. The following classes were previously in the A Schedule, and have been moved to Compensation Series C. As noted above, the ranges for the Hearing Reporter classes have also been lengthened.

Chief Cook	C	66I	Service
Hearings Reporter	C	71F	Technical
Hearings Reporter, Sr.	C	73J	Technical

VIII. The following classes shall have salary ranges consisting of minimum and maximum rates of pay as provided below, effective July 1, 1981.

	<u>Comp. Code</u>		<u>Minimum</u>	<u>Maximum</u>
Institution Education Admin.	00T	YR.	\$19,189	\$35,496
		MO.	1,599	2,958
		HR.	9.19	17.00
Institution Education Supervisor	00T	YR.	\$18,541	\$34,222
		MO.	1,545	2,852
		HR.	8.88	16.39
Director of Nurses	72I	YR.	\$22,154	\$29,378
		MO.	1,846	2,448
		HR.	10.61	14.07
Registered Nurse, Principal	40I	YR.	\$18,625	\$24,597
		MO.	1,552	2,050
		HR.	8.92	11.78

Employees in the above classes shall receive the same market adjustments and shall be eligible for performance-based salary increases in the same manner as professional and professional/supervisory employees covered by the Commissioner's Plan.

IX. Other Changes

1. Members of the Minnesota Corrections Board shall be paid a flat rate salary of \$33,617 per year or \$16.10 per hour (the minimum of range 26 in the F Compensation Series). These employees are not eligible for performance-based increases but shall receive future increases resulting from salary range adjustments that take place on June 30 and December 30, 1982.
2. Confidential employees in the classification of Correctional Counselor 3 shall receive the same market adjustments and shall be eligible for performance-based salary increases in the same manner as

Appendix G (cont.)

non-professional supervisory employees covered by the Commissioner's Plan. This class shall have a compensation code of 3H in Compensation Series F. The range shall consist of minimum and maximum rates of pay as follows:

	<u>Minimum</u>	<u>Maximum</u>
YR.	\$18,750	\$22,822
MO.	1,563	1,902
HR.	8.98	10.93