



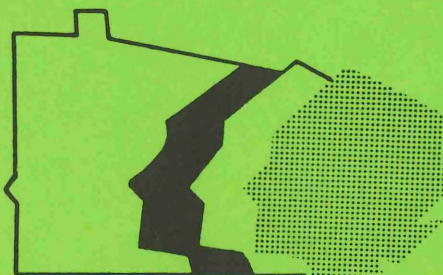
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COMMISSIONER'S PLAN

July 1, 1983 – June 30, 1985

Prepared pursuant to
Minnesota Statutes 43A.18, subdivision 2

by the
Minnesota Department of Employee Relations



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Chapter 1. COVERAGE

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

- o confidential employees as identified in M.S. 179.63, subdivision 8;
- o classified employees in the Office of the Legislative Auditor;
- o employees who work less than 14 hours per week or less than 67 days in any calendar year and are, therefore, excluded from the bargaining units to which their classes are assigned (hereinafter referred to as "insufficient work time employees");
- o Compensation Judges;
- o employees who have severed from bargaining units under the provisions of M.S. 179.741, subdivision 2, except for professional employees of the Higher Education Coordinating Board;
- o medical specialists whose compensation is established under the provisions of M.S. 43A.17, subdivision 4; and
- o employees of the Bureau of Mediation Services and the Public Employment Relations Board and employees in the classes of Pilot and Chief Pilot under the provisions of M.S. 179.74, subdivision 4.

This plan provides coverage for the biennium beginning on July 1, 1983, and ending on June 30, 1985. The vacation accrual rates contained in Chapter 4 are effective July 13, 1983, and the provisions of Chapter 13 regarding salary range adjustments and individual salary increases are effective July 1, 1983. All other provisions are effective on the date this Plan is approved by the Legislative Commission on Employee Relations. Provisions shall remain in effect after June 30, 1985, until a new plan for the following biennium is approved by the Legislative Commission on Employee Relations.



Chapter 2. HOURS OF WORK AND OVERTIME

Standard Work Schedules. The standard work day consists of eight hours of work within a 24 hour period, exclusive of an unpaid lunch period. The standard work week consists of five days, normally Monday through Friday, totaling 40 hours. An Appointing Authority may establish other daily or weekly work schedules, including four 10-hour days, and shall give affected employees 14 days notice of schedule changes. Schedules in effect on July 1, 1983, may continue without further notice to employees. Work schedules for State Patrol supervisors shall be established or changed by the Appointing Authority in accord with the needs of the State Patrol.

Flexible Work Schedules. An employee may request a modification of his/her current work schedule to another schedule which provides for consecutive hours of work within a work day, exclusive of an unpaid lunch period. The Appointing Authority may approve or deny flexible work schedules and retains the responsibility for determining exemptions from, or terminations of, flexible work schedules which adversely affect the operation of the agency or any of its units or the level of service to the public.

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

Meal and Rest Periods. Each employee who works more than four hours per day shall normally 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. Each employee shall have a 15 minute paid rest period during each one-half of their standard work day or during each four hours of scheduled work, whichever is greater. The scheduling of employee rest periods is at the discretion of the Appointing Authority. Rest periods may not be accumulated.

Overtime Hours and Eligibility. All paid leave time (vacation, holidays, sick leave, compensatory time off, or paid leaves of absence) shall be considered time worked for purposes of this Chapter. Employees are eligible for overtime pay as provided below:

- o Non-supervisory clerical, technical, craft, and service employees in series B, C, and L and supervisory clerical, technical, craft, and service employees in series J assigned to compensation codes 8 and lower are eligible for overtime pay for hours worked in excess of the standard work day or eight hours, whichever is greater, or for hours worked on a holiday or on any regularly scheduled day of rest when the work is required by, or has the approval of, an authorized supervisor. These employees shall be compensated for overtime hours worked at the rate of one and one-half times their regular hourly rates of pay.
- o Interns, registered nurses, professional employees in series A, and all supervisory professional, clerical, technical, craft, and service employees in series J assigned to compensation codes 9 and higher are eligible for overtime 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 may allow these employees to be compensated for hours worked in excess of the standard work day or eight hours, whichever is greater, or for hours worked on a scheduled day of rest or on a holiday. These employees shall be compensated at

their regular rates of pay unless the Commissioner authorizes compensation at one and one-half times their regular rates of pay during emergency situations. However, employees will be eligible for overtime at the rate of one and one-half times their regular hourly rate of pay if employees in the same class in a bargaining unit receive overtime at the rate of time and a half.

- Employees are in on-call status if instructed by their Appointing Authorities to be on-call and available to work during an off-duty period. When in on-call status, employees are not required to remain in a fixed location, but must leave word where they may be reached by telephone or by an electronic signaling device. Appointing Authorities who require employees to be on-call shall develop plans to reimburse those employees and submit them to the Commissioner for approval.
- State Patrol Lieutenants are eligible for overtime pay in accord with the provisions of the collective bargaining agreement applicable to non-supervisory employees of the State Patrol until January 11, 1984. Effective January 11, 1984, they are eligible for overtime pay at the regular rate of pay for hours worked in excess of a regularly assigned shift or on a regularly scheduled day of rest when authorized or assigned by the appropriate authority. A Lieutenant who is required to appear in court in regard to a criminal proceeding during his/her scheduled off-duty time shall be compensated for the actual hours worked at the Lieutenant's regular rate of pay. A Lieutenant who is called in during his/her scheduled off-duty time (including more than two hours prior to the start of, or after the end of, his/her regular shift) or on a scheduled day off shall be compensated for the actual hours worked at the Lieutenant's regular rate of pay.

Overtime Payments. At the discretion of the Appointing Authority, employees shall be paid in cash or shall be given compensatory hours at the appropriate overtime rate for all overtime hours worked. Cash overtime shall be paid in the same pay period in which it is earned or in the following pay period. Compensatory time may be accumulated with the approval of the immediate supervisor provided that a supervisor may require an employee to schedule time off to use compensatory time or to use compensatory time prior to using vacation leave for time off. Compensatory time shall be liquidated prior to an unpaid leave of absence, at the time of separation from State service or layoff, upon transfer to a new Appointing Authority, and annually on a date designated by the Appointing Authority.

State Patrol Lieutenants shall be paid in cash or shall be given an equivalent number of compensatory hours at the discretion of the Appointing Authority after first considering the wishes of the Lieutenant provided that overtime hours worked on scheduled work days or worked as an early report of not more than two (2) hours prior to the start of a regular shift or shift extension shall be paid as compensatory time. Lieutenants may accrue compensatory time to a maximum of 90 hours. All hours in excess of 90 shall be paid in cash.



Chapter 3. HOLIDAYS

Eligibility. All employees in payroll status are eligible for paid holidays except intermittent employees, non-tenured laborers, emergency employees, temporary employees, student workers, interns, and project employees.

Observed Holidays. The following days shall be observed as paid holidays for all eligible employees whose standard work week is Monday through Friday:

<u>Holiday</u>	<u>1983-84</u>	<u>1984-85</u>
Independence Day	Monday, July 4, 1983	Wednesday, July 4, 1984
Labor Day	Monday, September 5, 1983	Monday, September 3, 1984
Veteran's Day	Friday, November 11, 1983	Monday, November 12, 1984
Thanksgiving Day	Thursday, November 24, 1983	Thursday, November 22, 1984
Day after Thanksgiving	Friday, November 25, 1983	Friday, November 23, 1984
Christmas	Monday, December 26, 1983	Tuesday, December 25, 1984
New Year's	Monday, January 2, 1984	Tuesday, January 1, 1985
President's Day	Monday, February 20, 1984	Monday, February 18, 1985
Memorial Day	Monday, May 28, 1984	Monday, May 27, 1985

Eligible employees whose standard work week is other than Monday through Friday shall observe the same paid holidays as listed above with these modifications:

Christmas	Sunday, December 25, 1983
New Year's	Sunday, January 1, 1984
Veteran's Day	Sunday, November 11, 1984

When a holiday falls on a scheduled day off the next scheduled work day shall be the holiday unless other arrangements are agreed to between the Appointing Authority and the employee.

Floating Holidays. An employee shall receive one floating holiday each fiscal year. The employee must request the floating holiday in advance. The holiday shall be taken on an employee's regularly scheduled work day subject to mutual agreement between the Appointing Authority and the employee. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

Substitute Holidays. The Appointing Authority may designate substitute days for the observance of Veteran's Day and President's Day for employees who work in an academic setting.

Holiday Pay Entitlement. In order to receive a paid holiday, an employee must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s). An eligible employee mandatorily retired on a holiday or holiday weekend shall be entitled to be paid for the holiday(s). An eligible part-time employee shall be paid for the number of hours s/he would have worked had there been no holiday.

Work on a Holiday. For hours worked on a designated holiday, an employee shall be compensated at the appropriate overtime rate plus pay for the holiday or, at the Appointing Authority's discretion, shall be given an alternate holiday plus compensation at the appropriate overtime rate. The second option shall not be available for employees who work less than their standard work day on a holiday.

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

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

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

Vacation Charges. An employee who uses vacation leave shall be charged only for the number of hours 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 shall be paid as holidays and not charged as vacation leave.

Vacation Leave Upon Separation. An employee who separates from State service shall be compensated in cash, at the employee's current rate of pay, for all vacation leave credited at the time of separation to a maximum of 240 hours (275 hours for medical specialists). Employees on seasonal layoff may, at the Appointing Authority's discretion, be allowed to retain their accumulated vacation leave.



Chapter 5. SICK LEAVE

Eligibility. All employees in payroll status are eligible to accrue sick leave except intermittent employees, non-tenured laborers, emergency employees, temporary employees, student workers, interns, and project employees.

Accruals and Accumulations. A full-time employee shall accrue sick leave at the base rate of four hours per pay period until 900 hours have been accumulated. An employee being paid for less than a full 80 hour pay period shall have his/her sick leave accrual prorated in accord with the schedule provided in Appendix C until 900 hours have been accumulated. After 900 hours have been accumulated, an employee shall accrue sick leave at the rate of two hours per pay period, or as provided in Appendix C, as long as the 900 hours is maintained. This time shall be credited to the employee in a sick leave bank. An employee whose sick leave balance falls below 900 hours shall again accrue sick leave at the appropriate full- or part-time base rate until his/her accumulation again reaches 900 hours.

An eligible employee who moves without a break in employment between positions in the classified and/or unclassified services, whether within an agency or between agencies, shall have his/her accumulated sick leave balance and bank, if any, transferred. This provision shall also apply to employees who move to Commissioner's Plan positions from positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches unless their previous accrual rates and maximum accumulations were greater than those provided in this Plan, in which case, leave balances and banks shall be transferred in amounts equal to what the employees would have accumulated under this Plan.

An eligible employee who is reappointed to State service within four years from the date of separation in good standing shall have his/her sick leave balance and bank, if any, restored provided that any employee being reappointed after receiving severance pay shall have his/her leave restored proportionately by deducting the hours which were paid as severance. This provision shall also apply to employees who are reappointed to State service in Commissioner's Plan positions following separation in good standing from positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches, unless their previous accrual rates and maximum accumulations were greater than those provided in this Plan, in which case, leave balances and banks shall be restored in amounts equal to what they would have accumulated under this Plan.

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

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

- o illness or disability;
- o medical, chiropractic, or dental care for the employee;

- exposure to contagious disease which endangers the health of other persons;
- birth or adoption of an employee's child, not to exceed three days;
- inability to work because of the employee's pregnancy or childbirth;
- illness or disability of family members of the same household or other dependents for such reasonable periods as the employee's attendance may be necessary;
- to arrange for necessary nursing care for members of the family, not to exceed three days; or
- to attend the funeral of a close relative, stepchild, or ward for a reasonable period, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

When used, sick leave shall be first deducted from the 900 hours accumulated. When an employee has exhausted his/her accumulated leave, s/he may use any hours in his/her sick leave bank with approval of the Appointing Authority.

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

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

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



Chapter 6. OTHER LEAVES OF ABSENCE

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

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

- o Court appearance leave for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the employee's State job. The employee shall receive regular pay for such appearances or attendances, including necessary travel time, provided that any fee received, exclusive of paid expenses, is returned to the State. Any employee who must appear and testify in private litigation, not as an officer of the State but as an individual, shall be required to use vacation leave, leave of absence without pay, or compensatory time unless, by mutual consent with the Appointing Authority, the employee is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.
- o Jury duty leave for time to serve on a jury provided that when not impaneled for actual service, but only on call for service, the employee shall report to work.
- o Military leave in accord with M.S. 192.26 for members of a reserve component of the armed forces of this State or of the United States who are ordered by the appropriate authorities to active service or to attend a training program. This leave shall be limited to 15 working days per calendar year unless the employee is required by the appropriate authority to remain in active service or training for a longer period.
- o Voting time leave in accord with M.S. 204C.04 for employees eligible to vote in any statewide general election or any election to fill a vacancy in the United States Congress provided that the leave is for a period of time long enough to vote during the forenoon of the election day.
- o Emergency leave in the event of a natural or man-made emergency if determined by the Commissioner, after consultation with the Commissioner of Public Safety, that continued operation would involve a threat to the health or safety of individuals. The length of such leave shall be determined by the Commissioner.
- o Athletic leave in accord with M.S. 15.62 to prepare for and engage in world, Olympic, or Pan American games competition.

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

- o Disability leave for a cumulative period of one year per illness or injury, unless extended by the Appointing Authority, when an employee has exhausted his/her accumulation of sick leave due to an extended illness or injury. When disability retirement is granted, leaves shall continue until regular retirement age is reached.

- o Family leave to a natural or adoptive parent for a period of six months when requested in conjunction with the birth or adoption of a child. Upon request, the Appointing Authority may extend the leave up to a maximum of one year.
- o Military leave in accord with M.S. 192.261, subdivision 1, for entry into active military service in the armed forces of this State or of the United States for the period of military service up to four years plus any additional time, in each case, as the employee may be required to serve pursuant to law. If such leave results from an order to active service by the appropriate authority, the employee shall continue to accrue vacation leave, to a maximum of 240 hours (275 hours for medical specialists), during the period of active service.
- o Political process leave in accord with M.S. 202A.135 and 202A.19, subdivision 2, for the purpose of attending a precinct caucus, a meeting of the State central or executive committees of a major political party if the employee is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the employee is a convention delegate or alternate, provided that the leave is requested ten days prior to the leave start date.
- o Public office leave in accord with M.S. 43A.32, subdivision 2, for an employee in the classified service:
 - upon assuming an elected Federal or State public office or upon assuming any other elected public office if, in the opinion of the Commissioner, the holding of the office conflicts with the employee's regular State employment; or
 - upon filing as a candidate for any elected public office or any time during the course of the employee's candidacy, at the employee's request or at the Commissioner's directive, if the Commissioner determines that the candidacy conflicts with the employee's regular State employment.
- o Public office leave for State Patrol supervisors in accord with the provisions of the collective bargaining agreement applicable to non-supervisory employees of the State Patrol.
- o VISTA or Peace Corps leave for a period not to exceed four years.

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

- o Temporary leave for salary saving purposes provided that this leave shall not exceed 60 consecutive days at any one time and that an Appointing Authority shall not hire a replacement for an employee on temporary leave. An employee on temporary leave shall, if otherwise eligible, continue to accrue vacation leave, sick leave, and seniority and shall continue to be eligible for paid holidays and insurance benefits provided that any holiday pay shall be included in the first paycheck received following the employee's return from leave.
- o Personal leave for any reason for a period of up to one year subject to annual renewal at the Appointing Authority's discretion.

- Unclassified service leave in accord with M.S. 43A.07, subdivision 5, to allow an employee in the classified service to accept a position in the unclassified service.

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

Return From Leave. An employee returning from a leave of absence of two months or more shall notify his/her Appointing Authority at least two weeks prior to the intended date of return. An employee shall be entitled to return from an approved leave of absence to a vacant position in the same class and agency. If a vacant position in the employee's class is not available, the Appointing Authority may offer the employee a vacant position in a different class of comparable duties and pay for which the employee is qualified. If no vacant position is available and/or offered, the layoff provisions (including bumping rights) of Chapter 10 shall apply. An employee returning from an unpaid leave of absence shall return to the same rate of pay s/he had been receiving at the time the leave commenced plus any non-discretionary adjustments that would have been granted had the employee been continuously employed during the period of absence, or at a higher rate with the approval of the Commissioner.

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



Chapter 7. PROBATIONARY AND TRIAL PERIODS

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

Required Probationary Period. An employee shall be required to complete a probationary period in order to attain permanent status in a class following unlimited appointment to a classified position except upon recall from a Commissioner's Plan Agency layoff list and as provided below.

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

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

- o Insufficient work time employees shall serve probationary periods of the same length as is provided in the appropriate collective bargaining agreement for employees in the same class and employment condition.
- o Intermittent employees shall serve a probationary period of 1044 hours.
- o Medical specialists shall serve probationary periods of one year.
- o An Appointing Authority may reduce the length of a medical specialist's required probationary period to not less than nine months or an employee's optional probationary period to any length by providing written notice to the employee and the Commissioner of the determination to grant permanent status prior to completion of the probationary period initially established.
- o With the prior approval of the Commissioner, an Appointing Authority may extend an employee's six-month probationary period for up to three additional months if the extension is desirable for reasons such as unanticipated change in the program or duty assignment or substantial change in performance. In such cases, the Appointing Authority shall provide the employee with written notice of the length of the extension prior to the end of the six-month probationary period initially established.
- o Prior to referral of names from an eligible list or noncompetitive appointment in accord with M.S. 43A.15, and upon the approval of the Commissioner, an Appointing Authority may establish a probationary period of up to one year for administrative, technical, or professional positions for which six months is insufficient to expose an employee to all the duties and responsibilities of the position. Such probationary periods may not be extended. An employee required

to serve a probationary period of more than six months in accord with this provision shall be provided written notice by the Appointing Authority prior to the appointment date.

Computation of Time on Probation. The probationary period begins on the day of unlimited appointment and includes, except as provided below, all time in the agency in the class and in any subsequent appointments to comparable or higher related classes or related unclassified positions but not time on layoffs or unpaid leaves exceeding 10 consecutive work days.

For intermittent employees, time on probation shall include only hours of actual work during the normal work day, exclusive of overtime, holidays or leaves.

For insufficient work time employees, time shall be counted as provided in the appropriate collective bargaining agreement for employees in the same class and employment condition.

State Patrol Supervisors. State Patrol supervisors shall be required to serve a probationary period of six months.

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

Failure to Attain Permanent Status. An employee serving an initial probationary period may be terminated by the Appointing Authority at any time during the probationary period and shall have no further rights to State employment. An employee, who has attained permanent status in another class and/or agency and who is notified by the Appointing Authority that s/he will not be certified to permanent status in the new class and/or agency, shall be returned to a vacant position in the class and agency in which the employee served immediately prior to appointment to the new class and/or agency, subject to applicable provisions of collective bargaining agreements and plans. If there is no vacancy, the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency shall be applied.

Trial Period. An employee who has been appointed to a new class or who has transferred between classes and/or agencies shall have a trial period of 10 work days in which to decide whether to remain in the new position. Upon his/her request, the employee shall be returned to his/her former class and/or agency any time during the trial period. If there is no vacancy, the employee shall be subject to the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency.



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

Performance Appraisal. A probationary employee shall receive a performance counseling review at the mid-point and end of the probationary period. Performance appraisals for permanent employees shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, an employee shall receive a copy of a written appraisal and shall have the opportunity to review and comment on the performance rating and to sign the appraisal as indication of having read the appraisal, participated in the performance appraisal process, and had the opportunity to comment.

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

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

Assigned Training. Training and education may be necessary to meet the goals of State agencies to have employees function appropriately in their positions and to prepare employees to accept expanded responsibilities. Employees who are required by their Appointing Authorities to participate in training programs shall be released from their work assignments and shall be paid for their normal hours of work. Expenses incurred shall be reimbursed in accord with Chapter 14. With the prior approval of the Appointing Authority, an employee required to attend continuing education courses in order to maintain professional licensure necessary to his/her State employment shall be released from work to attend courses determined to be relevant to the job.

Non-assigned Training. An employee may request to attend a specific training activity. If, in the judgment of the Appointing Authority, the requested course, workshop, or seminar will better prepare an employee to perform his/her current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may approve the employee's request for training and provide released time and/or reimbursement

in accord with Administrative Procedure 21A-C and Chapter 14. An employee must successfully complete the training to be eligible for reimbursement.

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

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

Reclassification Requests. An employee who believes that his/her position is inappropriately classified may request a review of the position by his/her personnel office or by the Classification and Compensation Division of the Department by submitting:

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

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

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

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

Chapter 10 and the position shall be filled in accord with law, rules, and Administrative Procedures.

Changes in Employment Condition and Job Share. An employee interested in changing his/her employment condition (from full-time to part-time, or vice versa) or in accepting a position in the Job Share Program established in accord with M.S. 43A.40-43A.465 may contact his/her personnel office to express interest in such options and to receive consideration for appropriate appointment.

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

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

Opportunities for New Jobs in Other Agencies. When a position covered by this Plan will not be filled from among agency employees, the Appointing Authority shall make reasonable efforts to provide Commissioner's Plan employees in other agencies with information about the position for possible transfer, demotion, or promotion. Employees may obtain information through announcements in the Minnesota Career Opportunities and State Service Promotional Opportunities bulletins by calling the Department's Helpline, or by reviewing the list of vacancies available by computer access to the requisition file (QRQ). An employee interested in changing jobs through transfer, change of employment condition, or job share to a position in the same class but in a different agency may submit an original application marked "Transfer" plus 10 copies to the Department for automatic referral to appropriate vacancies.

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



Chapter 9. LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS

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

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

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

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

Termination of Unclassified Appointment. An employee appointed to an unclassified position (other than a supervisory position with the State Patrol) may be terminated at any time by the Appointing Authority and shall have no further rights to State employment unless s/he is on an approved leave of absence from a position in the classified service.

Termination of Non-Tenured Laborer Appointment. An employee working in a non-tenured laborer appointment may be terminated at any time by the Appointing Authority and shall have no further rights to State employment.



Chapter 10. SENIORITY, LAYOFF, RECALL, AND REEMPLOYMENT

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

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

- o all time since the last date of appointment to unlimited status in the class through appointment from an eligible list, appointment in accord with M.S. 43A.15, subdivisions 4, 5, 6, 7, 8, 10, 11, or 12, or reinstatement;
- o for employees who return to State employment after mandatory retirement at age 65 prior to 1/1/79, all time since the last date of appointment to unlimited status in the class prior to retirement less the time off the State payroll due to mandatory retirement;
- o all time served in unlimited classified appointments in higher or comparably paid positions determined by the Commissioner to be related to the current class provided that the employee has not had a break in employment; and
- o all time during which an employee is in layoff status or is on an approved leave of absence provided the employee returns to State service upon recall or expiration of an approved leave.

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

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

An Appointing Authority may effect layoffs within an agency or within an organizational unit of an agency provided that the organizational unit was proposed by the Appointing Authority and approved by the Commissioner more than three months prior to the implementation of a layoff and that all affected employees were notified by the Appointing Authority of the proposed organizational unit and were given opportunity to comment to the Commissioner prior to its establishment.

In the event that it becomes necessary for an Appointing Authority to abolish one or more unlimited full-time positions, the Appointing Authority shall act to minimize the necessity for layoff and the effects of layoff on individual employees by first consulting with employees covered by this Plan to explore interest in reducing hours, sharing jobs, or any other action (consistent with law, rules, Administrative Procedures, and this Plan) which may avert a layoff.

Layoff Procedures for Seasonal or Insufficient Work Time Employees. If it is necessary to layoff a seasonal or insufficient work time employee, the following provisions shall apply:

Step 1: The Appointing Authority shall determine the class, employment condition, and principal place of employment where a position is to be eliminated and shall identify the least senior employee in that class, employment condition, and principal place of employment.

Step 2: The Appointing Authority shall notify the affected employee in writing at least one week prior to the effective date of the layoff. The notice shall state the reason for the layoff, the effective date of the layoff, and the estimated length of the layoff period. It shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff.

Step 3: An employee notified of layoff may choose to:

Option 1: Accept the layoff.

Option 2: Accept a vacancy offered by the Appointing Authority in any comparable or lower class for which the employee is determined qualified by the Commissioner.

Option 3: Bump the least senior employee in the same employment condition and principal place of employment in any comparable or lower class in which the employee previously served in order of previous service, provided that the employee must accept a vacancy in the same class before bumping and must have greater seniority than the employee who is to be bumped.

Layoff Procedures for All Other Employees. If it is necessary to layoff a permanent or probationary employee other than as provided above, the following provisions shall apply:

Step 1: The Appointing Authority shall determine which position is to be eliminated.

Step 2: To avert a layoff, the Appointing Authority shall reassign the employee occupying the position to be eliminated to any vacancy the Appointing Authority determines to fill in the same class, agency, and employment condition and within 35 miles of the position which is to be eliminated unless the employee is determined to be not qualified for the position by the Commissioner. The Appointing Authority shall terminate any provisional employee working in an unlimited position covered by this Plan in the class, agency, organizational unit, and employment condition within 35 miles of the position which is

being eliminated and shall reassign the employee whose position has been abolished to the resultant vacancy before effecting a layoff.

Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, the Appointing Authority shall notify the incumbent of the position to be eliminated in writing at least two weeks prior to the effective date of a layoff. The notice shall state the reasons for the layoff action, the effective date of the layoff, and the estimated length of the layoff period. It shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff.

Step 4: An employee notified of layoff shall have the following options provided that in all instances of bumping, the employee must accept a vacancy in the same class, geographic limit, and employment condition before bumping and must have greater seniority than the employee who is to be bumped. The employee may:

Option 1: Accept the layoff.

Option 2: Unless determined by the Commissioner to be not qualified for the affected position, choose to bump the least senior employee within 35 miles who is in the same agency and/or organizational unit and who is in:

- (a) the same class and employment condition; or if the same class is not available,
- (b) any comparable or lower class and/or employment condition in which the employee previously served in order of previous service.

Option 3: Accept a reduction in hours or a vacancy the Appointing Authority has determined to fill in the same class or in any comparable or lower class for which the employee is determined qualified by the Commissioner.

Option 4: Bump the least senior employee in the same agency, organizational unit, and employment condition and in the same class or any comparable or lower class and in which the employee previously served in order of previous service in the same agency, and employment condition (i.e., with no geographic limits) unless determined to be not qualified for the position by the Commissioner.

Exception to Layoff in Seniority Order. The Appointing Authority may depart from inverse seniority order of layoff or bumping if the otherwise required layoff or demotion in lieu of layoff would increase, or result in, a disparity with the agency's affirmative action goals established under 2 MCAR 2.396. In such cases, the employee exercising bumping rights shall displace the least senior employee in the class, agency, organizational unit, and employment condition whose layoff or demotion would not increase or result in a disparity.

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

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

Recall. Seasonal and insufficient work time employees shall be recalled to positions in the agency, class, and principal place of employment from which they were laid off in the order in which their names appear on the Commissioner's Plan Agency layoff list.

Other permanent or probationary employees shall be recalled to positions which match their availabilities in the class and agency from which they were laid off in the order in which their names appear on the Commissioner's Plan Agency layoff list unless the employee is determined by the Commissioner to be not qualified for the position. In the absence of a Commissioner's Plan Agency layoff list, the Appointing Authority shall consider employees on the Commissioner's Plan Class layoff list and may appoint no one other than a current civil service employee if there are employees on a Commissioner's Plan Class layoff list whom the Commissioner determines to be qualified for the position.

Removal from Layoff List. The names of employees shall be removed from Commissioner's Plan layoff lists for any of the following reasons:

- Failure to accept recall to a position which meets the availabilities specified by the employee.
- Unlimited appointment to a classified position in a class comparable to or higher than, and with the same or greater employment conditions as, the one from which the employee was laid off or demoted.
- Expiration of the term of eligibility specified above.
- Termination from State service.

Reemployment List. The Commissioner shall establish reemployment lists by class, affording equal standing to all persons on each list available for the location and employment condition of the vacancy.

An employee who has been laid off or who has accepted a demotion or lesser employment condition in lieu of layoff may have his/her name placed on reemployment lists for all classes in which s/he previously held probationary or permanent status by making written request to the Commissioner. The employee shall indicate the locations and employment conditions for which s/he will accept employment and may change availabilities by written notice to the Commissioner.



Chapter 11. DISCIPLINARY ACTION AND RESOLUTION OF DISPUTES

Application. This chapter is limited to disputes concerning interpretation and application of the Commissioner's Plan, failure to attain permanent status as provided in Chapter 7, and disciplinary action as defined in this Chapter.

Administration of Discipline. Although an Appointing Authority may discipline any employee, an Appointing Authority shall make reasonable effort to discuss with the employee any performance problem which may lead to disciplinary action and to assist the employee in eliminating problem areas before disciplinary action becomes necessary. In the case of a permanent employee, disciplinary action may be taken only for just cause as provided in M.S. 43A.33, subdivision 2. A State Patrol supervisor shall not be suspended, demoted, or discharged except for just cause as provided in M.S. 299D.03, subdivision 8. For all employees, disciplinary action should be taken only for reasons which are communicated clearly to the employee. Discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension, reduction in pay, demotion, and/or discharge.

Notice Requirements and Appeal Procedures. Procedures for the resolution of disputes are as follows:

<u>Disputes Concerning</u>	<u>Notice Requirements</u>	<u>Appeal Process</u>
Interpretations and applications for which the Appointing Authority has discretion under this Plan.	Not applicable.	Procedures adopted by the Appointing Authority; decision not appealable to the Commissioner.
Other interpretations and applications of the Commissioner's Plan, excluding disciplinary action.	Not applicable.	Appealable through Step 4 of the Dispute Resolution Procedure below.
Oral reprimand.	Not applicable.	None.
Written reprimand.	Specify reasons for action and changes expected.	Appealable through Step 3 of the Dispute Resolution Procedure below.
Failure to attain permanent status in a class.	Oral or written notice, no later than the effective date of the action. For an employee with permanent status in another class, notice shall indicate the employee's right to return to the former class and/or agency.	Appealable through Step 3 of the Dispute Resolution Procedure below.
Suspension, reduction in pay, or demotion during initial probation.	Oral or written notice, no later than the effective date of the action.	Appealable through Step 3 of the Dispute Resolution Procedure below.

Termination, suspension, reduction in pay, or demotion of unclassified employees other than State Patrol supervisors.	Oral or written notice, no later than the effective date of the action.	Appealable through Step 3 of the Dispute Resolution Procedure below.
Discharge, suspension, or demotion of a State Patrol supervisor.	Written notice of intent to take disciplinary action including reasons for intended action. Within 5 work days, the Chief shall set a date for an informal meeting with the supervisor, unless waived by mutual agreement of both parties, to discuss the potential charges and intended disciplinary action. Any agreement to resolve the matter at this point shall be in writing and signed by both parties.	None.
	Written charges, signed and sworn to by the Appointing Authority, delivered in person to the supervisor or another person of suitable age and discretion at the supervisor's usual place of abode.	Appealable through the Hearing Procedure contained in M.S. 43A.33, subdivision 3(a) and 4; <u>OR</u> through the procedure contained in M.S. 299D.03. Supervisors must elect one of these procedures in writing within five calendar days of being served with charges.
Discharge, suspension, reduction in pay, or demotion of a permanent classified employee.	Written notice, no later than the effective date of the action, including: (1) nature of the disciplinary action; (2) specific reasons for the action; (3) effective date of the action; (4) statement of employee's right to reply within five working days of receipt of the notice in writing or, upon request, in person to the Appointing Authority or designee; and	Appealable through the Hearing Procedure contained in M.S. 43A.33, subdivisions 3(a) and 4.

(5) statement of the employee's right to appeal as provided in M.S. 43A.33, subdivision 3(a).

Copy of notice and employee's reply, if any, to Commissioner of DOER within 10 calendar days of effective date of discipline.

Representation and Use of Work Time. An employee may elect to be represented at any step of the Dispute Resolution Procedure. The employee and his/her representative, if a state employee, shall be allowed reasonable time during working hours to present and discuss his/her view provided that the employee and the representative receive prior approval from their supervisors.

Dispute Resolution Procedure. Disputes shall be resolved in accord with the following steps:

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

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

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

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

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

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

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



Chapter 12. EMPLOYEE GROUP INSURANCE

Eligibility for State-Paid Group Insurance. Employees except student workers and interns are eligible to receive the benefits provided under this Chapter if they work at least 40 hours weekly for a period of nine months or more in any 12 consecutive months, or 30 hours weekly for a 12 consecutive month period. Employees are eligible for all life insurance benefits available under this Chapter and, at their option, for one-half ($\frac{1}{2}$) the State contribution toward the premium for the health and dental coverages provided by this Chapter if they hold part-time, unlimited appointments and work 50% but less than 75% of the time for a period of nine months or more in any 12 consecutive months, or they are seasonal employees who are scheduled to work at least 1044 hours for a period of nine months or more in any 12 consecutive months.

Benefits provided under this Chapter shall continue as long as an employee meets these eligibility requirements and is in payroll status for at least one work day during each pay period or is off the State payroll due to a work-related injury or disability and is receiving workers' compensation payments or using disability leave. Vacation leave, compensatory time, or sick leave cannot be used to keep an employee in payroll status for one work day per pay period during an unpaid leave of absence for the purpose of continuing State-paid insurance.

All employees who have been laid off under the provisions of Chapter 10 after three or more years of continuous employment shall continue to be eligible to receive State-paid insurance benefits for a period of six months from the date of layoff unless such benefits are provided to the employee by another employer.

Effective Date. The provisions of this Chapter shall be effective on October 5, 1983, provided that during the period July 1, 1983 through October 4, 1983, the State shall contribute toward the cost of employee and dependent health and dental coverage an amount equal to the State's contribution on June 30, 1983.

Benefits for individual employees and their dependents shall become effective on the first day of the first pay period beginning on or after the 28th calendar day following the first day of employment. 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 provision shall also apply to any optional coverages. In no event shall the dependent's coverage become effective before the employee's coverage.

Open Enrollment. There shall be an open enrollment period of a minimum of 30 calendar days beginning on or before September 1, 1983, to allow employees to make changes in their selected coverages from the available health and dental insurance programs. There shall be an additional open enrollment period for health insurance beginning on or before September 1, 1984, and lasting for at least 30 calendar days. Changes in coverages shall become effective at the beginning of the pay period nearest to October 1 in each year.

Health Insurance. An eligible employee may select coverage under any one of the health maintenance organizations, a fee-for-service health plan, a Preferred Provider Organization, or any other plan offered by the State. A brief description of the available health plans is contained in Appendix D.

- The State shall contribute the lesser of the total employee Blue Cross and Blue Shield insurance monthly premium or the total monthly premium of the carrier covering the employee toward the cost of employee coverage.
- The State shall contribute the lesser of 90% of the total dependent Blue Cross and Blue Shield monthly premium or the total monthly premium of the carrier covering the dependent toward the cost of dependent health coverage.
- The major medical benefits under Blue Cross and Blue Shield shall pay 80% of the first \$5,000 and 100% of the remainder up to a lifetime maximum of \$500,000 per person, after an annual deductible of \$100.00 per employee or \$300.00 per family.
- The following changes shall be made in the fee-for-service plan:
 - The medical/surgical benefit shall pay 90% of the usual, customary, and reasonable charges as defined in the current contract with the fee-for-service carrier;
 - After an annual out-of-pocket cost of \$1,000 per employee or \$1,500 per family, the major medical benefit for outpatient nervous and mental treatment and chemical dependency treatment shall provide 100% payment of all eligible charges up to the lifetime maximum of the policy;
 - In those geographic areas where specified hospitals limit charges in accord with an agreement with the fee-for-service carrier, the hospital benefits shall be paid as specified in this section when employees or dependents are confined to a participating hospital. Employees electing a non-participating hospital in the geographic area covered by the agreement shall be responsible for any charges for themselves or their dependents that exceed the charges that would have been paid by the carrier for the same service at a participating hospital;
 - As soon as the fee-for-service carrier offers a plan limiting physicians' charges in accord with a contract with the carrier, the State shall subscribe to and implement that plan; and
 - The State shall contract with the fee-for-service carrier to reimburse employee costs in accord with the carrier contract when the employee or dependent is confined to a licensed hospice or a licensed birthing center.

Dental Insurance. An eligible employee may select coverage under the fee-for-service dental plan offered by the Employer or any other dental plan offered by the Employer. A brief description of the available plans is contained in Appendix D.

- The State shall contribute the lesser of the total employee Delta Dental monthly premium or the premium of the dental carrier covering the employee toward the cost of employee dental coverage.
- The State shall contribute the lesser of one-half the dependent Delta Dental monthly premium or the premium of the carrier covering the dependent toward the cost of dependent dental coverage.

Life Insurance. The State shall provide the following term life insurance and accidental death and dismemberment coverage for an eligible employee (double indemnity applies in the case of accidental death):

Employee's Annual Base Salary	Group Life Insurance	Accidental Death and Dismemberment - Principal Sum
\$10,000 or less	\$10,000	\$10,000
\$10,001 to 15,000	\$15,000	\$15,000
\$15,001 to 20,000	\$20,000	\$20,000
\$20,001 to 25,000	\$25,000	\$25,000
\$25,001 to 30,000	\$30,000	\$30,000
\$30,001 or more	\$35,000	\$35,000

The State shall provide life insurance coverage for an eligible medical specialist in an amount equal to twice his/her current annual salary based on salary multiples rounded to the nearest \$1,000. Any premium paid by the State in excess of \$50,000 coverage is subject to a tax liability in accord with Internal Revenue regulations. A medical specialist may decline coverage in excess of \$50,000 by filing a waiver in accord with Department of Finance procedures.

An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 70. Current recipients of extended life insurance shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

Eligibility for Optional Self-Paid Insurance.

A retired employee who is entitled at the time of retirement to receive an annuity under a State retirement program shall be eligible to continue to participate at his/her own expense in the health and dental insurance programs as set forth in M.S. 43A.27, subdivision 3, at the State group premium rates. For these employees, there shall be an open enrollment period for 30 calendar days immediately preceding the date of retirement.

An eligible employee whose six months of State-paid insurance following layoff has ended may continue to participate in the health insurance program at his/her own expense, at the group premium rates, for an additional 12 months or until covered by another employer, whichever is less.

An employee eligible for State-paid insurance may purchase the following optional insurance:

- Up to \$105,000 (\$200,000 for medical specialists) additional life insurance, subject to satisfactory evidence of insurability, in increments established by the Commissioner. Dependent coverage of \$3,000 for each dependent and up to one-half of the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.
- Short-term salary continuance insurance of \$140-\$1,100 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and from the eighth day of disabling illness.

- Long-term salary continuance insurance of \$200-\$1,000 per month, based on the employee's salary, beginning on the 181st day of total disability.
- Accidental death and dismemberment insurance of principal sum benefits in amounts ranging from \$5,000 to \$100,000. Coverage ranging from \$5,000 to \$25,000 may also be purchased for the employee's spouse but not in excess of the amount carried by the employee.

Workers' Compensation. When an employee has incurred an on-the-job injury or disability and has filed a claim for workers' compensation and when 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 M.S. 176.191, subdivision 3.

Early Retirement Incentive. Employees in the Corrections and State Patrol Retirement Plans who have attained the age of 55 years and who have not yet attained the age of 65 years on or before September 1, 1983, who are covered by the Corrections and State Patrol Retirement Funds and who are eligible for an annuity may opt during the period from September 1, 1983, through November 30, 1983, for an early retirement incentive. These employees shall receive the State-paid portion of health and dental insurance benefits for themselves and their dependents until the employees attain the age of 65 years. Employees exercising this option must be eligible for insurance coverage under the provisions of this Chapter but shall be provided with health and dental insurance coverage to which the employee was entitled at the time of retirement, subject to any changes in coverages in accord with this or any subsequent Plan.

From September 1, 1984, through November 30, 1984, employees who have attained the age of 55 since November 30, 1983, may opt for the above-stated early retirement incentive. Employees who were eligible to take early retirement during the first time period shall not be eligible in this subsequent time period.

An employee who attains the age of 55 on or after December 1, 1983, and who is not granted an extension to continue working shall be eligible for this early retirement incentive at the time of retirement.



Chapter 13. SALARY ADMINISTRATION

Salary Ranges. Each classified position is assigned, and each unclassified position is compared, to a specific job class at the time a position is established. Effective July 1, 1983, each class (except those for which a salary rate or range is established by law) shall be assigned to a salary range as indicated in Appendix E consisting of minimum and maximum rates only. The Commissioner may reassign or recompare positions to different classes and may reassign classes to different salary ranges.

The salary ranges in Appendix G are effective July 1, 1983, and shall be increased by 4.5% effective July 1, 1984. Compensation grids reflecting the July 1, 1984 rates are contained in Appendix G.

Classes Assigned to:	Employee Group	Appendix F Grids 7/1/83	Appendix G Grids 7/1/84
Series L, Ranges 42-77	Clerical & Office and Service	1	5
Series C, Ranges 42-77	Technical	2	6
Series A, Ranges 1-30	Professional	3	7
Series J, Ranges 1-29	Supervisory	4	8

Salary Rates and Limits. The salary rate for each employee shall be set by the Appointing Authority within the limits of the salary range to which the employee's class is assigned subject to the limitations of 2 MCAR 2.311B and this Chapter. An employee's salary rate may not exceed the range maximum except as provided in this Chapter or by law. The actual salary established by the Governor for an agency head listed in M.S. 15A.081 shall serve as the upper limit of compensation for all employees in that agency. The Commissioner may grant an exemption not to exceed 120% of the agency head's salary as provided by M.S. 43A.17, subdivision 3, or an exemption in accord with M.S. 43A.17, subdivision 4.

Equity Adjustments. Equity adjustments for individual classes, as contained in Appendix H, shall be effective on the same dates as the General Salary Adjustments.

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

Examination Monitors. An Examination Monitor appointed in accord with M.S. 43A.08, subdivision 1(p), shall be paid at the single rate of pay to which his/her class is assigned. An Examination Monitor shall receive a general salary adjustment of 4.5% or \$.30 per hour, whichever is greater, on July 1, 1984, but shall not be eligible for any other salary increases.

Interns. An intern, as defined in M.S. 43A.02, subdivision 24, may be paid or unpaid at the Appointing Authority's discretion. If an intern is to be paid, the rate of pay shall be no less than the current minimum wage established by the Minnesota Fair Labor Standards Act and no more than the minimum rate of the comparable entry level professional class covered by this Plan. An intern may work up to 40 hours per week for a minimum of four weeks to a maximum of one year. An intern shall not be eligible for performance-based salary increases.

Registered Nurses. A registered nurse shall have the same salary range and general salary and equity adjustments as provided to employees in the same class who are covered by the collective bargaining agreement. A registered nurse shall advance through his/her assigned salary range as provided by performance-based increases described later in this Chapter.

Medical Specialists. Effective July 1, 1983, the following salary ranges shall apply to doctors of medicine covered by M.S. 43A.17, subdivision 4:

	<u>FY 84</u> <u>Annual</u> <u>Minimum</u>	<u>FY 84</u> <u>Annual</u> <u>Midpoint</u>	<u>FY 84</u> <u>Annual</u> <u>Maximum</u>	<u>FY 85</u> <u>Annual</u> <u>Minimum</u>	<u>FY 85</u> <u>Annual</u> <u>Midpoint</u>	<u>FY 85</u> <u>Annual</u> <u>Maximum</u>
A	\$39,600	\$47,300	\$55,000	\$41,500	\$49,650	\$57,800
B	46,200	56,100	66,000	48,500	58,900	69,300
C	49,500	64,350	79,200	52,000	67,600	83,200

A doctor remains in the class to which s/he is appointed but is compensated by assignment to one of the above ranges upon approval from the Commissioner. Advancement through these ranges shall only be by performance-based salary increases granted by the Appointing Authority in accord with the following table:

<u>General Category</u>	<u>Performance Rating</u>	<u>July 1, 1983</u>	<u>July 1, 1984</u>
Exceeds Standards	Outstanding or Superior	4-12%	4-13%
Meets Standards	Adequate or Satisfactory	0-8%	0-9%
Below Standards	Unsatisfactory	None	None

An increase shall be granted as a percentage adjustment to a medical specialist's hourly salary rate unless the medical specialist's salary is at or beyond the midpoint of the new salary range. For a medical specialist whose rate is at or beyond the new midpoint, the Appointing Authority may grant a salary increase as a percentage adjustment, in a lump sum payment, or in a combination of these.

If a proposed percentage increase would result in a salary rate above the salary range maximum, that portion of the increase which would exceed the maximum of the range shall be paid in a lump sum. Medical specialists at or above the salary range maximum, except those for whom increases are prohibited by law, shall also receive performance pay in lump sums. The total annual salary paid to a medical specialist plus any lump sums may not exceed the upper limit of compensation as provided in this Chapter.

General Salary Adjustments. On July 1, 1983, the salary rate in effect on June 30, 1983, for each employee (except those for whom increases are prohibited by law) shall be increased by 4% or \$.25 per hour, whichever is greater, except as provided below:

- If an employee's rate exceeds the maximum of the salary range in effect on June 30, 1983, but falls within the new range as of July 1, 1983, the employee's rate shall be adjusted to the maximum of the new range.
- If an employee's rate equals or exceeds the maximum of the new range as of July 1, 1983, the employee shall continue to receive his/her rate of pay as of June 30, 1983.

- Salary increases provided in this section may not result in an employee being paid less than his/her salary range minimum nor more than his/her salary range maximum.

On July 1, 1984, the salary rate in effect on June 30, 1984, for each employee (except those for whom increases are prohibited by law) shall be increased by 4.5% or \$.30 per hour, whichever is greater. However, if the salary rate of an employee formerly compensated according to the Career Executive Service plan exceeds the maximum of the salary range in effect on June 30, 1984, but falls within the new range as of July 1, 1984, the employee's rate shall be adjusted to the maximum of the new range. If the employee's rate equals or exceeds the maximum of the new range as of July 1, 1984, the employee shall continue to receive his/her current rate of pay as of June 30, 1984.

Performance-Based Salary Increases. All employees (except those for whom salary increases are prohibited by law) are eligible to advance through their salary ranges as provided by performance-based increases granted by an Appointing Authority in accord with the provisions of this section. If a proposed increase would result in a salary rate above the salary range maximum, the portion of the increase which would exceed the range maximum shall be paid in a lump sum. Employees at or above the salary range maximum may also receive performance pay in lump sums. Lump sums shall not exceed \$1500 per increase. The total annual salary paid to an employee plus any lump sums shall not exceed the upper limit of compensation as provided in this Chapter.

- Professional and supervisory employees shall be eligible for performance-based increases in accord with the following table:

<u>General Category</u>	<u>Performance Rating</u>	<u>1/11/84</u>	<u>1/9/85</u>
Exceeds Standards	Outstanding or Superior	0-6%	0-6%
Meets Standards	Adequate or Satisfactory	0-4%	0-4%
Below Standards	Unsatisfactory	None	None

- Clerical, office, technical, and service employees shall be eligible for performance-based increases as provided below:

- Employees at or above their salary range maximums on July 1, 1983, are eligible on January 11, 1984, for increases of 0-6% if their performance exceeds standards or of 0-3% if their performance meets standards.
- Employees below their salary range maximums on July 1, 1983, who would have been eligible for salary increases between July 1, 1983, and January 11, 1984 had the increase provisions of the former Commissioner's Plan been continued, shall be eligible for a 3% salary increase not to exceed their range maximums at the beginning of the pay period closest to the satisfactory completion of 12 months of employment since their date of hire or last performance or promotional increase, whichever is later. On January 11, 1984, these employees shall also be eligible for performance-based increases of 0-3% if their performance exceeds standards.

- Employees below their salary range maximums on July 1, 1983, who would have been eligible for salary increases after January 11, 1984, had the increase provisions of the former Commissioner's Plan been continued, shall be eligible on January 11, 1984, for increases of 3-6% if their performance exceeds standards or of 3% if their performance meets standards.
- All employees shall be eligible on January 9, 1985, for increases of 0-6% if their performance exceeds standards or of 0-4% if their performance meets standards.

Salary on Promotion. Upon promotion, an employee shall receive a salary increase of 3% to 9% at the Appointing Authority's discretion within the limits of the salary range of the new class. An Appointing Authority may grant a larger increase with advance approval from the Commissioner. No promotional increase shall be granted which would place an employee's rate of pay above the salary range maximum.

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

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

Salary on Demotion. Upon demotion, an employee's current rate of pay shall remain the same if the rate falls within the new salary range unless the employee voluntarily chooses to accept a lower rate of pay. If the current rate of pay exceeds the maximum of the new range, it shall be reduced to the maximum of the new range unless the demotion is the result of a reallocation to a lower class or unless the Commissioner approves a request from the Appointing Authority to pay a rate which exceeds the maximum under the provisions of M.S. 43A.17, subdivision 5.

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

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

Shift Differential. An employee working on an assigned shift which begins before 6:00 a.m. or which ends at or after 7:00 p.m. shall receive a shift differential of \$.35 per hour for all hours worked on that shift. An employee working the regular day schedule who is required to work overtime or who is called back to work for a special project is not eligible for the shift differential. An employee working a shift for which a differential is paid who is required to work overtime shall be paid at the rate of one and one-half times the sum of his/her regular rate of pay plus differential. The provisions of this paragraph shall not apply to State Patrol supervisors.

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.

Severance Pay. An employee shall be entitled to severance pay upon separation from the State service by reason of:

- mandatory retirement;
- retirement at or after age 65;
- retirement after 10 years of continuous State employment with immediate entitlement at the time of retirement to an annuity under a State retirement program;
- death;
- layoff other than seasonal;
- separation other than discharge after 20 years of continuous State employment; or
- termination resulting from abolition of unlimited, unclassified position after 5 years of continuous State employment.

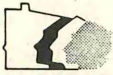
Severance pay shall be a sum equal to the employee's regular rate of pay at the time of separation multiplied by 40% of the employee's accumulated but unused sick leave balance at the time of separation not to exceed 900 hours, plus 25% of the employee's hours in the sick leave bank. If necessary, hours may be transferred from the sick leave bank to attain the 900 hour maximum at the 40% rate.

An employee may choose to:

- be paid in a lump sum at the time of eligible separation;
- arrange for a one-time deferred compensation or tax-sheltered annuity deduction; or
- a combination of the above.

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

An eligible employee who is reappointed to State service after having previously received severance pay based on sick leave shall have any future severance pay computed upon the difference between the amount of sick leave restored to his/her credit at the time of reappointment and the amount accumulated at the time of subsequent eligibility for severance pay.



Chapter 14. EXPENSE REIMBURSEMENT

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

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

<u>Situation</u>	<u>Rate Per Mile</u>
o Use of personal automobile when a State-owned vehicle is not available.	\$.27
o Use of personal automobile when a State-owned vehicle is available and declined by the employee.	\$.21
o Use of personal van or van-type vehicle specially equipped with a ramp, lift, or other level-changing device designed to provide wheelchair access.	\$.40
o Use of personal aircraft provided that the employee can demonstrate adequate liability coverage under the requirements of M.S. 360.59, subdivision 10.	\$.43
o Use of personal motorcycle or similar two-wheel motorized vehicle.	\$.13

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

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

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

- o Commercial transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class (unless authorized by an Appointing Authority if no other seating is available) and that reimbursement for travel which includes more than one destination visited for State purposes and non-State purposes shall be in an amount equal to the cost of the air fare only to those destinations visited for State purposes.

- Meals, including tax and a reasonable gratuity, not to exceed \$5.50 for breakfast provided that the employee leaves home before 6:00 a.m. or is away from home overnight; \$6.50 for lunch provided that the employee is traveling outside his/her normal seven county metropolitan area work location or more than 35 miles away from his/her normal office if the office is located outside the seven county metropolitan area, or is away from home overnight; and \$10.50 for dinner provided that the employee cannot return home until after 7:00 p.m. or is away from home overnight. For travel outside the State or on trains, the above limitations shall apply except that reimbursement rates shall be \$6.00 for breakfast, \$7.00 for lunch, and \$12.00 for dinner. Employees who are in travel status for two or more meals shall be reimbursed for the actual costs of the meals up to the combined maximum amount for the reimbursable meals.
- Hotel and motel accommodations provided that employees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.
- All work-related long distance telephone calls provided that the employee does not have a State telephone credit card or is unable to bill the call to the office telephone number.
- One long-distance personal telephone call of reasonable duration each work week provided that the employee will not be returning home during the work week.
- Reasonable costs of dry cleaning and laundry services, not to exceed \$16.00, each week after the first week an employee is in continued travel status.
- Reasonable baggage handling costs.
- Parking fees and toll charges.

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



Chapter 15. RELOCATION EXPENSES

General. An Appointing Authority shall reimburse an employee for relocation expenses as provided in this Chapter, up to a maximum of \$10,000, if one of the following applies:

- o the Appointing Authority requires a change of residence as a condition of employment; or
- o a move is incurred as the result of reassignment to a new position at least 35 miles from the employee's present work location; or
- o a move is incurred as the result of reassignment, transfer, or demotion to a new position at least 35 miles from the employee's present work location necessitated by application of the layoff provisions of Chapter 10.

An Appointing Authority may authorize payment of more than \$10,000 in individual situations.

An Appointing Authority may reimburse an employee for all or a portion of the relocation expenses incurred as the result of a work-related move, other than those specified in the above paragraph, of at least 35 miles from the employee's present work location.

Reimbursement for relocation expenses shall be allowed only if a change of residence is completed within six months from the date of appointment or reassignment unless other time extension arrangements have been approved by the Appointing Authority and only if the employee obtained prior authorization from the Appointing Authority before incurring any reimbursable expenses.

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

- o For a 90 day period, travel expenses as provided in Chapter 14 for the:
 - employee to return to the original work location once each week.
 - 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.
 - employee's family to travel to the new work location at the time the move is made, including meals, mileage and lodging.
- o Realtor's fees on the home being sold by the employee or fees required in order to break a lease on the employee's rented domicile.
- o The cost of moving and packing household goods, subject to the receipt of bids as required by the Procurement Division of the Department of Administration and to the approval of the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods.
- o Documented miscellaneous expenses directly related to the move.

- The cost of moving a house trailer if the trailer is the employee's domicile.

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.



Chapter 16. HOUSING

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

In the event the Appointing Authority requires an employee to vacate a State-owned residence, the employee shall be given at least 60 calendar days in which to find alternate housing.

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

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



Chapter 17. EMPLOYEE SAFETY

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.

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

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



Chapter 18. WORKERS' COMPENSATION; INJURED ON DUTY PAY

Hazardous Occupation Injuries. An employee of the State Corrections or Welfare institutions, the School for the Deaf, the Braille and Sight Saving School, or the Department of Veterans' Affairs who incurs a disabling injury in the ordinary course of employment may be eligible for injured-on-duty pay. Such injury must be the direct result of aggressive, 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.

A State Patrol supervisor who incurs a disabling injury while performing hazardous duty may be eligible for injured-on-duty pay.

In order to be eligible for such pay, an employee shall have been acting in a reasonable and prudent manner in compliance with established policies and procedures of the Appointing Authority when the injury is incurred.

An eligible employee shall receive compensation in an amount equal to the difference between his/her 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.

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

- o The employee retains the workers' compensation benefit check and receives 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 provided that the total rate of compensation shall not exceed the regular compensation of the employee (M.S. 176.021, subdivision 5); or
- o The employee retains the workers' compensation benefit check and takes an unpaid workers' compensation leave during the time s/he is unable to work.
- o An employee shall return from workers' compensation leave as provided in Chapter 6 upon appropriate release from workers' compensation status provided the employee is able to perform the work satisfactorily and safely as determined by competent medical authority.

An eligible employee receiving workers' compensation benefits supplemented by vacation and/or sick leave accruals shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, and vacation leave. An employee on unpaid workers' compensation leaves does not accrue vacation or sick leave.

APPENDIX A - GLOSSARY

1. "Administrative Procedures" means the Administrative Procedures of the Department of Employee Relations developed in accord with M.S. 43A.04, subdivision 4.
2. "Appointing Authority" means a person or a group of persons empowered by the Constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.
3. "Appointment" means the act of filling a civil service position.
4. "Change in Allocation" means reclassification resulting from abrupt, management-imposed changes in the duties and responsibilities of a position.
5. "Class" means one or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, that the same tests of fitness may be used to recruit employees, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.
6. "Commissioner" means the Commissioner of Employee Relations unless otherwise specified.
7. "Demotion" means the downward movement of an employee from a position in one class to a position in another class where the second class is assigned to a lower salary range and the positions are not transferable.
8. "Department" means the Department of Employee Relations unless otherwise specified.
9. "Eligible List" means a list of candidates qualified for appointment to a class as provided in M.S. 43A.10-43A.14.
10. "Emergency Employee" means an employee who is appointed for no more than 30 aggregate work days in any 12 month period for any single Appointing Authority.
11. "Employment Condition" means any limitation on full-time, unlimited employment caused by the number of hours of work and the appointment status assigned to an employee. Hours of work may be full-time, part-time, or intermittent. Appointment status may be unlimited, limited temporary, limited emergency, or seasonal.
12. "Full-time Employee" means an employee who is normally scheduled to work an average of 80 hours per pay period.
13. "Initial Entry" means an individual's first appointment to State service.

14. "Initial Probationary Period", part of the examination process, means a working period following unlimited appointment to a position in the classified service, during which the employee is required to demonstrate ability to perform the duties and fulfill the responsibilities of the position. An initial probationary period is the first probationary period served by an employee upon entry to the classified service.
15. "Intermittent Employee" means an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.
16. "Intern" means an individual who, for work experience, is receiving academic credit from or is fulfilling an academic requirement of an accredited educational institution.
17. "MCAR" means the Minnesota Code of Agency Rules.
18. "Medical Specialist" means an exceptionally qualified doctor of medicine whose compensation is established in accord with M.S. 43A.17, subdivision 4.
19. "M.S." means the Minnesota Statutes.
20. "Organizational Unit" means a subdivision of an agency.
21. "Pay Period" means the two week period of time beginning on a specified Wednesday and ending on the second Tuesday following, which is used for calculating each employee's wages for that two week period.
22. "Payroll Status" means that an employee is receiving payment for hours worked or for hours on an approved paid leave.
23. "Part-time Employee" means an employee who is normally scheduled to work on a regular and recurring schedule of less than 80 hours in a pay period.
24. "Permanent Status" means the state or condition achieved by a tenured laborer or by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement or reemployment, or whose probationary period is waived through specific statutory direction.
25. "Promotion" means the upward movement of an employee from a position in one class to a position in another class where the second class is assigned to a higher salary range and the positions are not transferable.
26. "Provisional" means an appointment in accord with M.S. 43A.15, subdivision 4, when there is an urgent reason for filling a vacancy and there are no suitable or available candidates for appointment. Provisional appointments may not last longer than a maximum of 12 months except for persons provisionally appointed to physician positions or other positions requiring licensure or certification.
27. "Reallocation" means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position.
28. "Reassignment" means the management-directed movement of an employee between two positions in the same class and agency.

29. "Reclassification" means changing the assignment of a position to a higher, lower, or comparable class.
30. "Reemployment" means appointment from the reemployment list of a current or former permanent or probationary employee laid off, demoted in lieu of layoff, or separated in good standing from a class.
31. "Reinstatement" means the appointment of a former permanent or probationary employee to a class within three years of the employee's separation from the class.
32. "Related Classes" means those classes which are similar in nature and character of work performed and which require similar qualifications.
33. "Student Worker" means an unclassified employee in accord with M.S. 43A.08, subdivision 1(q), who is currently enrolled in an educational institution while working part-time or full-time. Student workers differ from interns in that they are not working to fulfill an academic requirement or to receive academic credit.
34. "Temporary Employee" means an employee who is appointed in accord with M.S. 43A.15, subdivision 3, with a definite ending date. A temporary appointment may not exceed a total of 12 months in any 24 month period in any one agency.
35. "Transfer" means the lateral movement of an employee between two positions in the same class or between two positions in different classes where both classes are assigned to the same or comparable salary ranges. This lateral movement may occur within an agency or organizational unit or between two different agencies or organizational units. Reassignment of an employee does not constitute a transfer.
36. "Unlimited" means an appointment or position is ongoing and has no specified duration.

(Refer also to the definitions contained in M.S. 43A.02 or in Personnel Rules 2 MCAR 2.303.)

APPENDIX B - VACATION LEAVE PRORATION SCHEDULE

Commissioner's Plan
Except Medical Specialists

LENGTH OF SERVICE REQUIREMENT

<u>No. Hours Worked During Pay Period</u>	<u>0 through 5 years</u>	<u>After 5 through 8 years</u>	<u>After 8 through 12 years</u>	<u>After 12 through 20 years</u>	<u>Over 20 through 25 years</u>	<u>After 25 through 30 years</u>	<u>After 30 Years</u>
Less than 9.5	0	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1	1.25	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	1.50	2	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	2	2.50	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	2.50	3.25	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	3	3.75	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	3.50	4.50	6.25	6.75	7	7.50	8
At least 79.5	4	5	7	7.50	8	8.50	9

APPENDIX B - VACATION LEAVE PRORATION SCHEDULE
Medical Specialists

<u>No. Hours Worked During Pay Period</u>	<u>LENGTH OF SERVICE REQUIREMENT</u>					
	<u>0 through 5 years</u>	<u>After 5 through 8 years</u>	<u>After 8 through 10 years</u>	<u>After 10 through 20 years</u>	<u>Over 20 through 25 years</u>	<u>After 25 years</u>
Less than 9.5	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1.50	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	2.25	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	3	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	3.75	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	4.50	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	5.25	6.25	6.75	7	7.50	8
At least 79.5	6	7	7.50	8	8.50	9

APPENDIX C - SICK LEAVE PRORATION SCHEDULE

<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

APPENDIX D - GROUP LIFE & HEALTH CARE PROGRAM

This Appendix contains a brief description of the benefits provided by each of the carriers. Enrolled employees receive Certificates stating the main provision of each Master Policy under which they have elected coverage.

* * * * *

The program is a well-balanced and comprehensive combination of group term life insurance, hospital-medical and dental benefits for eligible employees. Also, included are optional coverages which the employee may purchase and pay for through 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.

The State will pay one-half the Employer contribution to part-time employees who do not meet the 75% time requirement described above but who are employed on at least a 50% time basis and to seasonal employees who are scheduled to work at least 1044 hours over a 9-month period in any 12 consecutive months. Evidence of insurability will be required if application for enrollment is submitted after the first 60 days of employment or at times other than an open enrollment period.

Basic benefits shall become effective on the first day of the payroll period beginning on or after the 28 calendar days 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 employee's coverage.

If both spouses work for the State and both are eligible for single coverage, neither spouse may be covered as a dependent by the other (either, but not both, may cover their eligible dependent children and receive the State contribution toward the cost of this coverage.)

Group life insurance is provided through the Minnesota Mutual Life Insurance Company and the Northwestern National Life Insurance Company (co-insurers). The amount of State paid insurance provided will be according to the schedule in the employee's bargaining unit: employees becoming totally and permanently disabled prior to age 70, may apply for continuation of their life insurance without future premium payment. If approved, the life insurance remains in force until age 70.

Accidental death and dismemberment benefits are included under the life insurance plan. If an employee dies by accident (on or off the job) the life insurance benefit automatically doubles.

You must elect either the fee-for-service plan or one of the health maintenance organizations described on the following pages. Benefits are coordinated with the benefits of other group plans. Eligible employees may select dental coverage under either the Delta Dental Plan of Minnesota, the Group Health Plan, or the Group Health Association of Northeastern Minnesota.

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 if such dependent son or daughter qualifies under the terms of the contract as being incapable of self-sustaining employment by 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.

CENTRAL MINNESOTA
GROUP HEALTH PLAN

SIMILAR BENEFITS

GENERAL HOSPITAL	ADMISSIONS	100% coverage in semi-private room for at least 365 days.
	SURGERY	100% covered
	ANESTHESIOLOGY	100% covered
	X-RAY AND LABORATORY	100% covered
(In-patient and clinical)	OFFICE CALLS	100% covered
	EYE EXAMS	100% covered
	MATERNITY	100% covered while coverage is in force.

VARIED BENEFITS

PREVENTIVE MEDICINE	100% coverage for health evaluations (except to obtain employment or insurance), well baby and child care, immunizations, vaccinations, allergy treatment or testing, pap smears and family planning services. Health education programs are available through CMGHP medical center.
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OUT PATIENT EMERGENCY	100% coverage
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Employee Group Life &
Health Care Program

State of Minnesota

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 for 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 reside within a designated geographic service area and 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 the major provision of each of the plans is outlined in this Appendix.

PRESCRIPTIONS, DRUGS	Member pays \$2 a prescription for up to 34 day supply. Drugs available at CMGHP medical center or participating pharmacies.
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EYE GLASSES	Available at reduced cost at participating optical stores.
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MENTAL HEALTH INPATIENT	100% coverage up to 30 days a calendar year.
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OUTPATIENT	20 visits a calendar year, member pays \$10 a visit.
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CHEMICAL DEPENDENCY INPATIENT	80% coverage for 73 days when authorized by a CMGHP physician.
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OUTPATIENT	Covered under out-patient mental health.
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SUPPLEMENTAL BENEFITS	90% of fair and reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by CMGHP physician; \$10,000 lifetime maximum.
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OUT OF AREA BENEFITS	100% coverage for hospitalization. 80% for physician fees and emergency room.
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DENTAL CARE	Preventive dental care for children to age 12. 80% (up to \$300 per calendar year) for accidental injury to sound natural teeth.
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PRE-EXISTING CONDITIONS	No restrictions.
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CONVERSION PLAN	CMGHP provides conversion to a self pay CMGHP membership.
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COORDINATED HEALTH
CARE

GROUP HEALTH ASSN.
OF NE MINNESOTA

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 unlimited days.
100% covered
100% covered
100% covered

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. Allergy testing and treatment covered 100%, shots at \$10 for six months.

100% coverage for routine annual physicals and immunizations, PAP smears, well baby and child care.

Member pays \$10 at CHC facility or other facility in life threatening emergency, co-payment is waived if admitted as a bed patient.

Member pays \$10 a visit at hospital for in or out-of-area emergencies (waived if admitted to hospital.)

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. \$2 at non-participating pharmacies when ordered by Plan, referral or emergency physician.

Available at cost plus small handling charge when purchased through CHC eyeglass center.

Not covered.

\$15 a day co-payment, maximum confinement 30 days.

100% coverage in semi-private room for 70 days in a calendar year, when under care of Range Mental Health Center.

100% coverage 1st through 5th visits, \$10 co-payment 6th through 25th visits, maximum 25 visits per year. Must be under the direction of CHC physician.

100% coverage for 20 visits per calendar year, when under care of Range Mental Health Center.

Member pays \$15 a day 1st through 30th day, \$25 a day 31st through 73rd day, maximum of 73 days.

100% coverage to benefit limit for 73 days per calendar year when under care of Range Mental Health Center.

1st through 5th visit covered in full, 6th through 25th visit member pays \$10, maximum 25 visits a year.

No limit when under care of Range Mental Health Center.

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.

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.

Emergency physician and Inpatient and Outpatient hospital services covered as in area.

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.

No restrictions during open enrollment periods.

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.

GROUP HEALTH PLAN
INC.

HMO MINNESOTA

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, and allergy testing, treatment and shots.

100% coverage

Member pays \$2.00 a prescription for up to 34 days supply of drugs included in GHP formulary. Pharmacies available in all GHP centers.

Available at GHP cost when purchased at GHP centers in Metro area.

100% coverage by GHP Mental Health Department up to 30 days a contract year.

Psychiatric care when provided or referred by GHP staff coverage limited to 20 visits per year at a member cost of \$10 per visit.

80% in-patient coverage for 73 days while covered and when authorized by GHP medical director.

100% out-patient coverage.

90% for skilled nursing care, rental or purchase of durable medical equipment when prescribed by GHP physician. No maximum.

For medical emergency, 100% coverage for inpatient hospital. Outpatient hospital 80% coverage for medical and misc. services.

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. Accidental injury to sound natural teeth when care provided by GHP. Member pays lab charges.

No restrictions.

GHP provides conversion to a non-group HMO membership in GHP.

100% coverage in semi-private room for unlimited days.
100% covered
100% covered
100% covered

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

100% coverage for routine physicals, well baby care, immunizations and allergy treatment when coordinated by HMOM physician.

Member pays \$15 a visit, waived if admitted for same conditions within 24 hours of visit.

Member pays \$2 per prescription at HMOM participating pharmacies.

Discount for glasses at HMOM participating prescription centers.

Member pays 20% a day, up to 73 days a calendar year.

Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.

Member pays 20%, up to 73 days a calendar year.

Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.

100% coverage for rental or purchase medical equipment when prescribed by a primary care HMOM physician.

100% coverage of first \$10,000; 80% of balance up to \$250,000 a member each year for emergency care.

No coverage for routine dental care. Accidental injury to natural teeth for initial emergency visit only is covered 100% when coordinated by primary care HMOM physician.

100% coverage with exception of non reconstructive congenital anomalies in children over 16.

Individual comprehensive, major medical conversion contract through Blue Cross/Blue Shield of Minnesota.

MEDCENTER HEALTH
PLAN

NICOLLET EITEL HEALTH
PLAN

MED CENTER and NICOLLET EITEL Plans have merged - see later brochure for specific coverage.

100% coverage in semi-private room for unlimited 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 unlimited days.
100% covered
100% covered
100% covered

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

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 for same condition within 24 hours.

Member pays \$25 a visit, waived if admitted within 24 hours of visit.

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 or refill for a 34 day supply when prescribed by plan physician. (3 month supply of birth control pills), and purchased at NEHP pharmacy.

\$50 credit on eye glasses obtained at Benson's Opticians. Children to age 14 may receive a set of eyeglasses free from the Benson's "Kiddoene" selection.

\$50 credit through Benson's, Target, or Dayton's toward eye glasses or contacts (every two years) provided there is a prescription change.

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 \$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 \$5 a session, maximum 50 visits a 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. 73 days per year.

Out-patient treatment for alcoholism and chemical dependency covered as any other mental condition.

Member pays \$100 a treatment program.

80% coverage up to \$2,500, then 100% to \$250,000 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 if referred by MCHP physician; no other coverage except 80% coverage of first \$2,500, then 100% coverage up to \$250,000 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.

80% coverage for treatment to sound natural teeth, 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.

No restrictions.

No restrictions.

If remaining in service area MCHP provides conversion to non-group HMO membership in MCHP. Members leaving area may select a conversion plan available through Northwestern National Life Ins. Co.

Four insurance conversion options available through Northwestern National Life Ins. Co.

PHYSICIANS HEALTH
PLAN

SHARE HEALTH PLAN

100% coverage in semi-private room for unlimited 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.

Member pays \$25 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 up to \$3.50 a prescription or refill for up to 34 day supply; or \$3.50 for a 90 day supply or oral contraceptives.

Discounts for eye glasses are available through participating optical centers.

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.

Same coverage as above.

80% coverage for emergency ambulance to nearest hospital, private duty nursing, specific prosthetic devices and durable medical equipment when approved in advance in writing by PHP. 100% coverage for blood coordinated with blood bank, and physical and speech therapy when approved in advance by PHP.

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.

80% coverage for treatment of sound natural teeth due to accidental injury if treatment is received within six months of accident.

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

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 20% for the first \$2,500 of in-patient hospital expenses per confinement. Members leaving the area may select one of the Mutual of Omaha conversion plans.

100% coverage in semi-private room for unlimited days.
100% covered
100% covered
100% covered

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

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

Member pays first \$10 at SHARE facility. At non-SHARE facility, SHARE pays 80% of first \$1000, 100% thereafter. \$10 waived if admitted within 24 hours.

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.

Available at a substantial discount through SHARE.

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.

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.

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

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

Preventive dental care for children under age 12, for office calls, exams, cleanings and flourides, at 1630 University Ave. Dental Clinic.

No restrictions.

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

DENTAL PLANS

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 per
coverage year. (July to July)

\$1000 maximum benefit per coverage
year (July to July) payable on each
covered person.

GROUP HEALTH PLAN, INC.

Coverage A Regular Diagnostic & Preventive Services

100% coverage through GHP dental
facilities.

Coverage B Regular & Restorative Services

80% coverage through GHP dental
facilities. The 20% co-payment on
fillings is waived after two
continuous years of preventive dental
care at GHP.

Coverage C Prosthetics

50% coverage through GHP dental
facilities.

Coverage D Orthodontics

Provided at 80% of charges, through
designated GHP dental staff, to
dependent children while under age
19.

\$1,000 annual maximum benefit on
orthodontics.

Miscellaneous

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

GROUP HEALTH ASSOCIATION
OF NE MINNESOTA
See later brochure for specific
coverage.

HOSPITAL SERVICES**BLUE CROSS AND BLUE
SHIELD OF MINNESOTA****GENERAL ADMISSIONS**

Full coverage in semi-private room for 365 days. This is subject to the requirements of the AWARE program in the Twin City Metropolitan area (see separate brochure).

Services from a licensed hospice will be covered whenever available.

*Note exceptions

NERVOUS, MENTAL AND TB*

Full coverage in semi-private room for 70 days.

CHEMICAL DEPENDENCY*

Full coverage in semi-private room for 73 days.

MATERNITY

Full coverage in semi-private room provided contract is in force at date of delivery. To the extent of availability, confinement in a licensed birthing center also will be reimbursed.

**OUT-PATIENT
EMERGENCIES**

Full coverage for first visit for eligible medical emergency; accident care within 72 hours of accident; and minor surgery.

PHYSICIANS' SERVICES**SURGERY**

Benefit is 90% of the usual, customary and reasonable fee but will be subject to requirements of the PHYSICIAN'S AWARE program as soon as available.

ANESTHESIOLOGY

90% of the usual, customary and reasonable fee.

HOSPITAL VISITS

\$15 for first day.

\$5 a day for next 364 days.

Necessary consultation fees under Major Medical.

MENTAL HEALTH

80% of first \$750

Remainder covered under Major Medical with 80% paid to an annual out-of-pocket cost of \$1,000 per employee or \$1,500 per family; 100% thereafter.

**X-RAY AND
LABORATORY**

Up to \$100 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.

OFFICE CALLS

80% paid under Major Medical when incurred for diagnosis or treatment of illness or injury.

See Major Medical description.

MISCELLANEOUS**PRESCRIPTIONS**

80% paid under Major Medical.

See Major Medical description.

MAJOR MEDICAL

\$100.00 calendar year deductible per person.

80% reimbursement on expense exceeding the deductible.

\$500,000 maximum.

Please see separate brochures for information on second opinion surgery and ambulatory program.

SERVICE CENTERS

DULUTH
(218) 722-3371
ST. CLOUD
(612) 253-8300

MANKATO
(507) 345-4406
TWIN CITIES
(612) 456-5090

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 \$15,000. Employees who have \$15,000 additional life or who bring their total amount of additional life insurance up to \$15,000, may also apply for additional units of \$5,000 each. The maximum additional employee life insurance available is \$105,000.

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 70 may apply for continuation of their life insurance without further premium. If approved, the life insurance remains in force until age 70.

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 total life insurance coverage carried by the employee. (Rates per \$1,000 shown below*.) Satisfactory evidence of insurability must be furnished for any amount of spouse life insurance.
3. Dependents life insurance of \$3,000 may be applied for by the employee for his spouse and each dependent child (each child from 14 days to 6 months \$100, thereafter \$3,000). Prior to age 70, an additional amount of \$3,000 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	\$3,000 Dependent Life	Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$3,000 Dependent Life
Under 30	\$.04	\$.24	45 - 49	\$.17	\$.60
30 - 34	.06	.30	50 - 54	.28	.93
35 - 39	.09	.39	55 - 59	.40	1.29
40 - 44	.13	.51	60 - 64	.68	2.16
			65 - 69	1.25	3.84

ST. PAUL LIFE INSURANCE COMPANY

ACCIDENT AND SICKNESS INDEMNITY (1st day accident -- 8th day sickness -- 26 weeks) — Requires evidence of insurability if application is made after first 60 days of employment.

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
\$300	\$2.70	\$ 800	\$7.17
400	3.59	900	8.07
500	4.48	1000	8.97
600	5.39	1100	9.86
700	6.28		

LONG TERM SALARY CONTINUANCE DISABILITY — Always requires evidence of insurability.

This coverage is available to certain employees based upon annual salary. Cost per \$50 of coverage -- \$.59 per 2-week pay period. Cost per \$100 of coverage — \$1.18 per 2-week pay period.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE — Up to \$15,000 of coverage* available without evidence of insurability.

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.

* 10/5/83 rates not available at time of this printing.

Central Minnesota Group Health Plan
Phone: 253-5220

CLINIC

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

HOSPITAL

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

Coordinated Health Care, Inc.
Phone: 221-2091

CLINICS

CHC ST. PAUL CLINIC
258 University Ave., St. Paul, MN

WEST MEDICAL CLINIC
Time Medical Bldg., St. Paul, MN

ST. CROIX VALLEY CLINIC
921 S. Greeley, Stillwater, MN

EAGAN CLINIC
Eagan, MN - Near Cedarvale Shopping Ctr.

WESTVIEW MEDICAL CLINIC
955 Hwy. 55, Hastings, MN

MAPLEWOOD CLINIC
1774 Cope Ave., Maplewood, MN

HOSPITALS

ST. PAUL RAMSEY MEDICAL CTR. — St. Paul
LAKEVIEW MEMORIAL HOSPITAL — Stillwater
REGINA MEMORIAL HOSPITAL — Hastings

GROUP HEALTH ASSOCIATION
OF NORTHEASTERN MINNESOTA
Phone: 218-749-5890

CLINICS

ADAMS CLINIC, P.A.
Hibbing & Chisholm, MN

COMMUNITY HEALTH CENTER
Two Harbors, MN

EAST RANGE CLINIC
Virginia-Aurora, MN

L-P MEDICAL SPECIALISTS
Virginia & Aurora
Hoyt-Lakes

HOSPITALS

CENTRAL MESABI MEDICAL CENTER
Hibbing, MN

LAKEVIEW MEMORIAL HOSPITAL
Two Harbors, MN

VIRGINIA REGIONAL MEDICAL CENTER
Virginia, MN

WHITE COMMUNITY HOSPITAL
Aurora Hoyt-Lakes

Group Health Plan, Inc.
Phone: 623-8504

* 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

HMO LOCATIONS

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

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

WHITE BEAR LAKE MEDICAL CENTER
1430 Hwy. 96 White Bear Lake, MN

* GROUP HEALTH SPRING LAKE PARK MEDICAL CENTER
81st & Center Ave. NE, Spring Lake Park, MN

GROUP HEALTH PLYMOUTH MEDICAL CENTER
Four Seasons Shopping Center
4204 Lancaster Lane
Plymouth, MN

APPLE VALLEY MEDICAL CENTER
15290 Penncook Lane
Apple Valley, 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

CHILDREN'S HOSPITAL ST. PAUL
345 Smith, St. Paul, MN

HMO Minnesota (HMOM)

HMOM provides medical services through 1600 primary and specialty care physicians at over 225 sites throughout the state. Hospital care is available at any licensed hospital (this includes emergency conditions and physicians referrals). Prescription drugs are available at over 400 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 612-456-8430 or 218-722-4685.

Med Center Health Plan
Phone: 927-3263

CLINICS

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

AFFILIATE OFFICES:

ST. MICHAEL MEDICAL CENTER
703 East Central Ave., St. Michael, MN 55376

RAMSEY MEDICAL CENTER
5300 153rd Ave., Ramsey, MN 55303

CHAMPLIN MEDICAL CENTER
11269 Highway 52, Champlin, MN 55316

HOSPITALS

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

CLINIC

ST. LOUIS PARK MEDICAL CENTER
5000 W. 39th Street, St. Louis Park, MN 55416

AFFILIATE OFFICES

PLYMOUTH MEDICAL CENTER
3007 Harbor Lane, Plymouth, MN 55441

RIDGEDALE MEDICAL CENTER
13911 Ridgedale Dr., Minnetonka, MN 55343

MINNETONKA MEDICAL CENTER
17821 Highway 7, Minnetonka, MN 55343

HOPKINS MEDICAL CENTER
47 - 9th Ave. So., Hopkins, MN 55343

BLOOMINGTON MEDICAL CENTER
4200 W. Old Shakopee Road
Bloomington, MN 55437

METROPOLITAN OFFICE BLDG.
Suite 206, 825 So. 8th Street
Minneapolis, MN 55404

BURNSVILLE EAGAN MEDICAL CENTER
4651 Nicols Road, Eagan, MN 55122

HOSPITAL

METHODIST HOSPITAL
6500 Exc. Blvd., St. Louis Park, MN

CLINIC

INVER GROVE HEIGHTS FAMILY PRACTICE CLINIC
2980 Buckley Way, Inver Grove Heights, MN

WHITE BEAR PRACTICE CLINIC, P.A.
3220 Bellaire Ave., White Bear Lake, MN 55110

MAPLEWOOD FAMILY PRACTICE GROUP
1814 N. St. Paul Road, Maplewood, MN 55109

AFFILIATE OFFICE

SCENIC HILLS CLINIC
261 N. Ruth Street, St. Paul, MN 55119

CLINIC

NORTH ST. PAUL MEDICAL CENTER
2579 East 7th Ave., North St. Paul, MN 55109

MARYLAND CLINIC
911 E. Maryland Ave., St. Paul, MN 55106

EASTSIDE MEDICAL CENTER
891 White Bear Ave., St. Paul, MN 55106

ARCADE CLINIC
651 Arcade Street, St. Paul, MN 55106

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

FAMILY PRACTITIONERS, P.A.
7460 So. 80th Street So., Cottage Grove, MN 55016

WOODBURY FAMILY MEDICAL CENTER
1783 Woodlane Drive, Woodbury, MN 55125

NORTH SUBURBAN FAMILY PHYSICIANS
404 West Highway 96, Shoreview, MN 55112

HOSPITAL

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

CLINIC

SHAKOPEE MEDICAL CENTER
1335 East 10th Ave., Shakopee, MN 55379

AFFILIATE OFFICE

PRIOR LAKE HEALTH CENTER
15950 Franklin Trail S.E.
Prior Lake, MN 55372

HOSPITAL

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

Nicollet/Eitel Health Plan
Phone: 332-5360

CLINICS

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

BURNSVILLE NICOLLET CLINIC
38th and Nicollet
Burnsville, Minnesota

EAGAN NICOLLET CLINIC
Cedar Ave. & Cliff Road
Eagan, Minnesota

MINNEAPOLIS NICOLLET CLINIC
Franklin & Blaisdell Avenue
Minneapolis, Minnesota

RIDGEDALE NICOLLET CLINIC
494 & Hwy. 12
Minnetonka, Minnesota

HOSPITALS

EITEL HOSPITAL
Minneapolis, MN

FAIRVIEW-SOUTHDALE HOSPITAL
Edina, MN

CHILDREN'S HEALTH CENTER
Minneapolis, MN

PHYSICIANS HEALTH PLAN (PHP)

PHP provides services through more than 2000 physicians and offices located throughout a 13 county service area. Medically necessary hospital treatment is available at 30 participating hospitals and provider outpatient facilities. Prescription drugs are available at over 300 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 936-1200.

Share Health Plan
Phone: 854-2377

CLINICS

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

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

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

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

RICE STREET CLINIC
1006 Rice Street, St. Paul 55117

FAMILY PHYSICIANS, P.A.
540 Southdale Medical Bldg., Edina 55435

FAMILY PHYSICIANS, P.A.
200 East Nicollet Blvd., Burnsville 55337

FAMILY PHYSICIANS, P.A.
16570 W. 78th Street, Suite 2, Eden Prairie 55344

NORTH CLINIC, P.A.
3210 Lowry Avenue No., Robbinsdale 55422

NORTH CLINIC, P.A.
Quinwood Lane & 62nd Place, Maple Grove 55441

EAST RANGE CLINIC
Virginia-Aurora, MN

HOSPITALS

UNITY HOSPITAL
550 Osborne Rd., Fridley, MN

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

CHILDREN'S HOSPITAL
345 Smith, St. Paul, MN

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

VIRGINIA REGIONAL MEDICAL CENTER
Virginia, MN

BETHESDA HOSPITAL
559 Capitol Blvd., St. Paul, MN

NORTH MEMORIAL HOSPITAL
3220 Lowry Avenue No., Minneapolis, MN

(Insurance Plans)

APPENDIX E - COMMISSIONER'S PLAN SALARY RANGE ASSIGNMENTS*

*Classes listed in this Appendix are those which are unique to the Commissioner's Plan. Salary ranges for classes which have positions covered both by this Plan and a collective bargaining agreement are those listed in the appendices of the appropriate collective bargaining agreements.

Class Code	Title	Series		Comp Code		Minimum Monthly	Maximum Monthly	Minimum Hourly	Maximum Hourly	Comp Code 7/1/84
		Was	Is	6/30/83	7/1/83					
002372	Administrative Secretary Supv.	J	J	3H	3H	1277	1552	7.34	8.92	5H
000095	Attorney 1	A	A	14I	14I	2072	2756	11.91	15.84	14I
000096	Attorney 2	A	A	16I	16I	2227	2967	12.80	17.05	16I
002312	Compensation Attorney	A	A	16I	16I	2227	2967	12.80	17.05	16I
002313	Compensation Attorney, Principal	A	A	20I	20I	2567	3426	14.75	19.69	20I
000378	Compensation Judge	U	U	00L	00L	3438	3438	19.76	19.76	00L
002364	Compensation Program Analyst	A	A	14I	14I	2072	2756	11.91	15.84	14I
001901	Director of Nurses Gillette	J	J	20I	20I	2250	3026	12.93	17.39	21I
001977	Employee Development Supv.	J	J	17I	17I	2015	2709	11.58	15.57	18I
008517	Examination Monitor 1	L	L	51H	50A	1037	1037	5.96	5.96	50A
008518	Examination Monitor 2	F	L	4C	63A	1397	1397	8.03	8.03	63A
008591	Examination Monitor 3		L		65A	1469	1469	8.44	8.44	65A
001915	Exec. Sec. Pub. Empl. Rel. Bd.	A	A	10I	10I	1806	2389	10.38	13.73	10I
007993	Highway Patrol Captain	F	J	5P	22H	2422	3134	13.92	18.01	22H
007992	Highway Patrol Lieutenant	P	J	4P	20E	2250	2610	12.93	15.00	20E
007994	Highway Patrol Major	F	J	6P	24I	2610	3485	15.00	20.03	24I
002482	Labor Relations Representative	A	A	10I	10I	1806	2389	10.38	13.73	10I
002483	Labor Relations Rep., Senior	A	A	14I	14I	2072	2756	11.91	15.84	14I
002079	Legislative Audit Director	J	J	23J	23J	2514	3485	14.45	20.03	23J
002078	Legislative Auditor Principal	J	J	20J	20J	2250	3134	12.93	18.01	20J
002077	Legislative Auditor Senior	A	A	11J	11J	1869	2567	10.74	14.75	11J
002076	Legislative Auditor Staff	A	A	7I	7I	1634	2147	9.39	12.34	7I
002379	Mediation Hearings Reporter	A	A	12G	12G	1935	2389	11.12	13.73	12G
000075	Mediator	A	A	20I	20I	2567	3426	14.75	19.69	20I
002465	Merit System Personnel Coord.	A	A	16I	16I	2227	2967	12.80	17.05	16I
000881	Personnel Aide	C	C	57I	59I	1296	1616	7.45	9.29	61I
001486	Personnel Aide Senior	C	C	59I	61I	1364	1710	7.84	9.83	63I
002366	Personnel Aide Senior Supv.	J	J	4I	5I	1347	1702	7.74	9.78	7I
000499	Personnel Director 1	J	J	15I	15I	1869	2514	10.74	14.45	15I
000500	Personnel Director 2	J	J	19I	19I	2165	2916	12.44	16.76	19I
000498	Personnel Officer	A	A	4G	4I	1482	1935	8.52	11.12	4I
001423	Personnel Officer Senior	A	A	7I	7I	1634	2147	9.39	12.34	7I
002368	Personnel Officer Senior Supv.	J	J	12I	12I	1676	2250	9.63	12.93	12I
002367	Personnel Officer Supv.	J	J	9G	9H	1514	1940	8.70	11.15	9H
002426	Personnel Payroll Technician	C	C	54I	56I	1206	1484	6.93	8.53	59I
002428	Personnel Payroll Tech., Prin.	C	C	57I	59I	1296	1616	7.45	9.29	61I
002375	Personnel Program Coordinator	A	A	10I	10I	1806	2389	10.38	13.73	10I
002509	Personnel Program Coord. Sr.	A	A	12I	12I	1935	2567	11.12	14.75	12I
000652	Personnel Representative	A	A	10I	10I	1806	2389	10.38	13.73	10I
000653	Personnel Representative Sr.	A	A	14I	14I	2072	2756	11.91	15.84	14I
001547	Personnel Services Supervisor	J	J	19I	19I	2165	2916	12.44	16.76	19I
000502	Personnel Specialist	A	A	4G	4I	1482	1935	8.52	11.12	4I
001330	Personnel Specialist Senior	A	A	7I	7I	1634	2147	9.39	12.34	7I
002447	Personnel Transactions Coord.	J	J	13J	13J	1737	2422	9.98	13.92	13J
001730	Pilot	A	A	16I	16I	2227	2967	12.80	17.05	16I
001731	Pilot Chief	J	J	23I	23I	2514	3363	14.45	19.33	23I
001617	Public Accounts Investigator	A	A	9G	9G	1747	2147	10.04	12.34	9G
002332	Securities Division Attorney	A	A	20I	20I	2567	3426	14.75	19.69	20I
002365	Staff Program Assistant	A	A	1J	2J	1378	1869	7.92	10.74	2J
001935	Staff Program Supervisor	J	J	6J	8H	1465	1869	8.42	10.74	8H

APPENDIX F

COMPENSATION GRIDS - FY 84

Compensation Grid 1
Commissioner's Plan Service, Health Care Non-Professional, and Clerical
Series L, Ranges 42-77
Effective 7/1/83-6/30/84

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
L	42	YR	10,252	10,503	10,774	11,046	11,317	11,651	11,922	12,173	12,444	12,674	42
		MO	854	875	898	920	943	971	994	1014	1037	1056	
		HR	4.91	5.03	5.16	5.29	5.42	5.58	5.71	5.83	5.96	6.07	
L	43	YR	10,503	10,774	11,046	11,317	11,651	11,922	12,173	12,444	12,674	12,946	43
		MO	875	898	920	943	971	994	1014	1037	1056	1079	
		HR	5.03	5.16	5.29	5.42	5.58	5.71	5.83	5.96	6.07	6.20	
L	44	YR	10,774	11,046	11,317	11,651	11,922	12,173	12,444	12,674	12,946	13,196	44
		MO	898	920	943	971	994	1014	1037	1056	1079	1100	
		HR	5.16	5.29	5.42	5.58	5.71	5.83	5.96	6.07	6.20	6.32	
L	45	YR	11,046	11,317	11,651	11,922	12,173	12,444	12,674	12,946	13,196	13,530	45
		MO	920	943	971	994	1014	1037	1056	1079	1100	1128	
		HR	5.29	5.42	5.58	5.71	5.83	5.96	6.07	6.20	6.32	6.48	
L	46	YR	11,317	11,651	11,922	12,173	12,444	12,674	12,946	13,196	13,530	13,823	46
		MO	943	971	994	1014	1037	1056	1079	1100	1128	1152	
		HR	5.42	5.58	5.71	5.83	5.96	6.07	6.20	6.32	6.48	6.62	
L	47	YR	11,651	11,922	12,173	12,444	12,674	12,946	13,196	13,530	13,823	14,136	47
		MO	971	994	1014	1037	1056	1079	1100	1128	1152	1178	
		HR	5.58	5.71	5.83	5.96	6.07	6.20	6.32	6.48	6.62	6.77	
L	48	YR	11,922	12,173	12,444	12,674	12,946	13,196	13,530	13,823	14,136	14,470	48
		MO	994	1014	1037	1056	1079	1100	1128	1152	1178	1206	
		HR	5.71	5.83	5.96	6.07	6.20	6.32	6.48	6.62	6.77	6.93	
L	49	YR	12,173	12,444	12,674	12,946	13,196	13,468	13,823	14,136	14,470	14,783	49
		MO	1014	1037	1056	1079	1100	1122	1152	1178	1206	1232	
		HR	5.83	5.96	6.07	6.20	6.32	6.45	6.62	6.77	6.93	7.08	
L	50	YR	12,444	12,674	12,946	13,196	13,468	13,781	14,115	14,470	14,783	15,117	50
		MO	1037	1056	1079	1100	1122	1148	1176	1206	1232	1260	
		HR	5.96	6.07	6.20	6.32	6.45	6.60	6.76	6.93	7.08	7.24	
L	51	YR	12,674	12,946	13,196	13,468	13,781	14,115	14,470	14,783	15,117	15,493	51
		MO	1056	1079	1100	1122	1148	1176	1206	1232	1260	1291	
		HR	6.07	6.20	6.32	6.45	6.60	6.76	6.93	7.08	7.24	7.42	
L	52	YR	12,946	13,196	13,468	13,781	14,115	14,470	14,783	15,117	15,493	15,869	52
		MO	1079	1100	1122	1148	1176	1206	1232	1260	1291	1322	
		HR	6.20	6.32	6.45	6.60	6.76	6.93	7.08	7.24	7.42	7.60	
L	53	YR	13,196	13,468	13,781	14,115	14,470	14,783	15,117	15,493	15,869	16,286	53
		MO	1100	1122	1148	1176	1206	1232	1260	1291	1322	1357	
		HR	6.32	6.45	6.60	6.76	6.93	7.08	7.24	7.42	7.60	7.80	
L	54	YR	13,468	13,781	14,115	14,470	14,783	15,117	15,493	15,869	16,286	16,767	54
		MO	1122	1148	1176	1206	1232	1260	1291	1322	1357	1397	
		HR	6.45	6.60	6.76	6.93	7.08	7.24	7.42	7.60	7.80	8.03	
L	55	YR	13,781	14,115	14,470	14,783	15,117	15,493	15,869	16,286	16,767	17,184	55
		MO	1148	1176	1206	1232	1260	1291	1322	1357	1397	1432	
		HR	6.60	6.76	6.93	7.08	7.24	7.42	7.60	7.80	8.03	8.23	
L	56	YR	14,115	14,470	14,783	15,117	15,493	15,869	16,286	16,767	17,184	17,623	56
		MO	1176	1206	1232	1260	1291	1322	1357	1397	1432	1469	
		HR	6.76	6.93	7.08	7.24	7.42	7.60	7.80	8.03	8.23	8.44	
L	57	YR	14,470	14,783	15,117	15,493	15,869	16,286	16,767	17,184	17,623	18,103	57
		MO	1206	1232	1260	1291	1322	1357	1397	1432	1469	1509	
		HR	6.93	7.08	7.24	7.42	7.60	7.80	8.03	8.23	8.44	8.67	
L	58	YR	14,783	15,117	15,493	15,869	16,286	16,767	17,184	17,623	18,103	18,625	58
		MO	1232	1260	1291	1322	1357	1397	1432	1469	1509	1552	
		HR	7.08	7.24	7.42	7.60	7.80	8.03	8.23	8.44	8.67	8.92	
L	59	YR	15,117	15,493	15,869	16,286	16,767	17,184	17,623	18,103	18,625	19,126	59
		MO	1260	1291	1322	1357	1397	1432	1469	1509	1552	1594	
		HR	7.24	7.42	7.60	7.80	8.03	8.23	8.44	8.67	8.92	9.16	

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										

Compensation Grid 1
Commissioner's Plan Service, Health Care Non-Professional, and Clerical (Cont.)
Series L, Ranges 42-77
Effective 7/1/83-6/30/84

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
L	60	YR	15,493	15,869	16,286	16,767	17,184	17,623	18,103	18,625	19,126	19,648	60
		MO	1291	1322	1357	1397	1432	1469	1509	1552	1594	1637	
		HR	7.42	7.60	7.80	8.03	8.23	8.44	8.67	8.92	9.16	9.41	
L	61	YR	15,869	16,286	16,767	17,184	17,623	18,103	18,625	19,126	19,648	20,233	61
		MO	1322	1357	1397	1432	1469	1509	1552	1594	1637	1686	
		HR	7.60	7.80	8.03	8.23	8.44	8.67	8.92	9.16	9.41	9.69	
L	62	YR	16,286	16,767	17,184	17,623	18,103	18,625	19,126	19,648	20,233	20,817	62
		MO	1357	1397	1432	1469	1509	1552	1594	1637	1686	1735	
		HR	7.80	8.03	8.23	8.44	8.67	8.92	9.16	9.41	9.69	9.97	
L	63	YR	16,767	17,184	17,623	18,103	18,625	19,126	19,648	20,233	20,817	21,402	63
		MO	1397	1432	1469	1509	1552	1594	1637	1686	1735	1784	
		HR	8.03	8.23	8.44	8.67	8.92	9.16	9.41	9.69	9.97	10.25	
L	64	YR	17,184	17,623	18,103	18,625	19,126	19,648	20,233	20,817	21,402	22,008	64
		MO	1432	1469	1509	1552	1594	1637	1686	1735	1784	1834	
		HR	8.23	8.44	8.67	8.92	9.16	9.41	9.69	9.97	10.25	10.54	
L	65	YR	17,623	18,103	18,625	19,126	19,648	20,233	20,817	21,402	22,008	22,592	65
		MO	1469	1509	1552	1594	1637	1686	1735	1784	1834	1883	
		HR	8.44	8.67	8.92	9.16	9.41	9.69	9.97	10.25	10.54	10.82	
L	66	YR	18,103	18,625	19,126	19,648	20,233	20,817	21,402	22,008	22,592	23,177	66
		MO	1509	1552	1594	1637	1686	1735	1784	1834	1883	1931	
		HR	8.67	8.92	9.16	9.41	9.69	9.97	10.25	10.54	10.82	11.10	
L	67	YR	18,625	19,126	19,648	20,233	20,817	21,402	22,008	22,592	23,177	23,824	67
		MO	1552	1594	1637	1686	1735	1784	1834	1883	1931	1985	
		HR	8.92	9.16	9.41	9.69	9.97	10.25	10.54	10.82	11.10	11.41	
L	68	YR	19,126	19,648	20,233	20,817	21,402	22,008	22,592	23,177	23,824	24,471	68
		MO	1594	1637	1686	1735	1784	1834	1883	1931	1985	2039	
		HR	9.16	9.41	9.69	9.97	10.25	10.54	10.82	11.10	11.41	11.72	
L	69	YR	19,648	20,233	20,817	21,402	22,008	22,592	23,177	23,824	24,471	25,119	69
		MO	1637	1686	1735	1784	1834	1883	1931	1985	2039	2093	
		HR	9.41	9.69	9.97	10.25	10.54	10.82	11.10	11.41	11.72	12.03	
L	70	YR	20,233	20,817	21,402	22,008	22,592	23,177	23,824	24,471	25,119	25,766	70
		MO	1686	1735	1784	1834	1883	1931	1985	2039	2093	2147	
		HR	9.69	9.97	10.25	10.54	10.82	11.10	11.41	11.72	12.03	12.34	
L	71	YR	20,817	21,402	22,008	22,592	23,177	23,824	24,471	25,119	25,766	26,455	71
		MO	1735	1784	1834	1883	1931	1985	2039	2093	2147	2205	
		HR	9.97	10.25	10.54	10.82	11.10	11.41	11.72	12.03	12.34	12.67	
L	72	YR	21,402	22,008	22,592	23,177	23,824	24,471	25,119	25,766	26,455	27,102	72
		MO	1784	1834	1883	1931	1985	2039	2093	2147	2205	2259	
		HR	10.25	10.54	10.82	11.10	11.41	11.72	12.03	12.34	12.67	12.98	
L	73	YR	22,008	22,592	23,177	23,824	24,471	25,119	25,766	26,455	27,102	27,750	73
		MO	1834	1883	1931	1985	2039	2093	2147	2205	2259	2312	
		HR	10.54	10.82	11.10	11.41	11.72	12.03	12.34	12.67	12.98	13.29	
L	74	YR	22,592	23,177	23,824	24,471	25,119	25,766	26,455	27,102	27,750	28,397	74
		MO	1883	1931	1985	2039	2093	2147	2205	2259	2312	2366	
		HR	10.82	11.10	11.41	11.72	12.03	12.34	12.67	12.98	13.29	13.60	
L	75	YR	23,177	23,824	24,471	25,119	25,766	26,455	27,102	27,750	28,397	29,065	75
		MO	1931	1985	2039	2093	2147	2205	2259	2312	2366	2422	
		HR	11.10	11.41	11.72	12.03	12.34	12.67	12.98	13.29	13.60	13.92	
L	76	YR	23,824	24,471	25,119	25,766	26,455	27,102	27,750	28,397	29,065	29,712	76
		MO	1985	2039	2093	2147	2205	2259	2312	2366	2422	2476	
		HR	11.41	11.72	12.03	12.34	12.67	12.98	13.29	13.60	13.92	14.23	
L	77	YR	24,471	25,119	25,766	26,455	27,102	27,750	28,397	29,065	29,712	30,360	77
		MO	2039	2093	2147	2205	2259	2312	2366	2422	2476	2530	
		HR	11.72	12.03	12.34	12.67	12.98	13.29	13.60	13.92	14.23	14.54	

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										

Compensation Grid 2
Commissioner's Plan Technical
Series C Ranges 42-77
Effective 7/1/83-6/30/84

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	10,252	10,503	10,795	11,108	11,400	11,776	12,048	12,319	12,632	12,883	42
		MO	854	875	900	926	950	981	1004	1027	1053	1074	
		HR	4.91	5.03	5.17	5.32	5.46	5.64	5.77	5.90	6.05	6.17	
C	43	YR	10,503	10,795	11,108	11,400	11,776	12,048	12,319	12,632	12,883	13,175	43
		MO	875	900	926	950	981	1004	1027	1053	1074	1098	
		HR	5.03	5.17	5.32	5.46	5.64	5.77	5.90	6.05	6.17	6.31	
C	44	YR	10,795	11,108	11,400	11,776	12,048	12,319	12,632	12,883	13,175	13,447	44
		MO	900	926	950	981	1004	1027	1053	1074	1098	1121	
		HR	5.17	5.32	5.46	5.64	5.77	5.90	6.05	6.17	6.31	6.44	
C	45	YR	11,108	11,400	11,776	12,048	12,319	12,632	12,883	13,175	13,447	13,823	45
		MO	926	950	981	1004	1027	1053	1074	1098	1121	1152	
		HR	5.32	5.46	5.64	5.77	5.90	6.05	6.17	6.31	6.44	6.62	
C	46	YR	11,400	11,776	12,048	12,319	12,632	12,883	13,175	13,447	13,823	14,157	46
		MO	950	981	1004	1027	1053	1074	1098	1121	1152	1180	
		HR	5.46	5.64	5.77	5.90	6.05	6.17	6.31	6.44	6.62	6.78	
C	47	YR	11,776	12,048	12,319	12,632	12,883	13,175	13,447	13,823	14,157	14,491	47
		MO	981	1004	1027	1053	1074	1098	1121	1152	1180	1208	
		HR	5.64	5.77	5.90	6.05	6.17	6.31	6.44	6.62	6.78	6.94	
C	48	YR	12,048	12,319	12,632	12,883	13,175	13,447	13,823	14,157	14,491	14,846	48
		MO	1004	1027	1053	1074	1098	1121	1152	1180	1208	1237	
		HR	5.77	5.90	6.05	6.17	6.31	6.44	6.62	6.78	6.94	7.11	
C	49	YR	12,319	12,632	12,883	13,175	13,447	13,739	14,157	14,491	14,846	15,180	49
		MO	1027	1053	1074	1098	1121	1145	1180	1208	1237	1265	
		HR	5.90	6.05	6.17	6.31	6.44	6.58	6.78	6.94	7.11	7.27	
C	50	YR	12,632	12,883	13,175	13,447	13,739	14,115	14,470	14,846	15,180	15,556	50
		MO	1053	1074	1098	1121	1145	1176	1206	1237	1265	1296	
		HR	6.05	6.17	6.31	6.44	6.58	6.76	6.93	7.11	7.27	7.45	
C	51	YR	12,883	13,175	13,447	13,739	14,115	14,470	14,846	15,180	15,556	15,931	51
		MO	1074	1098	1121	1145	1176	1206	1237	1265	1296	1328	
		HR	6.17	6.31	6.44	6.58	6.76	6.93	7.11	7.27	7.45	7.63	
C	52	YR	13,175	13,447	13,739	14,115	14,470	14,846	15,180	15,556	15,931	16,370	52
		MO	1098	1121	1145	1176	1206	1237	1265	1296	1328	1364	
		HR	6.31	6.44	6.58	6.76	6.93	7.11	7.27	7.45	7.63	7.84	
C	53	YR	13,447	13,739	14,115	14,470	14,846	15,180	15,556	15,931	16,370	16,850	53
		MO	1121	1145	1176	1206	1237	1265	1296	1328	1364	1404	
		HR	6.44	6.58	6.76	6.93	7.11	7.27	7.45	7.63	7.84	8.07	
C	54	YR	13,739	14,115	14,470	14,846	15,180	15,556	15,931	16,370	16,850	17,351	54
		MO	1145	1176	1206	1237	1265	1296	1328	1364	1404	1446	
		HR	6.58	6.76	6.93	7.11	7.27	7.45	7.63	7.84	8.07	8.31	
C	55	YR	14,115	14,470	14,846	15,180	15,556	15,931	16,370	16,850	17,351	17,811	55
		MO	1176	1206	1237	1265	1296	1328	1364	1404	1446	1484	
		HR	6.76	6.93	7.11	7.27	7.45	7.63	7.84	8.07	8.31	8.53	
C	56	YR	14,470	14,846	15,180	15,556	15,931	16,370	16,850	17,351	17,811	18,312	56
		MO	1206	1237	1265	1296	1328	1364	1404	1446	1484	1526	
		HR	6.93	7.11	7.27	7.45	7.63	7.84	8.07	8.31	8.53	8.77	
C	57	YR	14,846	15,180	15,556	15,931	16,370	16,850	17,351	17,811	18,312	18,834	57
		MO	1237	1265	1296	1328	1364	1404	1446	1484	1526	1569	
		HR	7.11	7.27	7.45	7.63	7.84	8.07	8.31	8.53	8.77	9.02	
C	58	YR	15,180	15,556	15,931	16,370	16,850	17,351	17,811	18,312	18,834	19,398	58
		MO	1265	1296	1328	1364	1404	1446	1484	1526	1569	1616	
		HR	7.27	7.45	7.63	7.84	8.07	8.31	8.53	8.77	9.02	9.29	
C	59	YR	15,556	15,931	16,370	16,850	17,351	17,811	18,312	18,834	19,398	19,940	59
		MO	1296	1328	1364	1404	1446	1484	1526	1569	1616	1662	
		HR	7.45	7.63	7.84	8.07	8.31	8.53	8.77	9.02	9.29	9.55	

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										

Compensation Grid 2
Commissioner's Plan Technical (Cont.)
Series C Ranges 42-77
Effective 7/1/83-6/30/84

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	Range
Series	Range												
C	60	YR	15,931	16,370	16,850	17,351	17,811	18,312	18,834	19,398	19,940	20,525	60
		MO	1328	1364	1404	1446	1484	1526	1569	1616	1662	1710	
		HR	7.63	7.84	8.07	8.31	8.53	8.77	9.02	9.29	9.55	9.83	
C	61	YR	16,370	16,850	17,351	17,811	18,312	18,834	19,398	19,940	20,525	21,151	61
		MO	1364	1404	1446	1484	1526	1569	1616	1662	1710	1763	
		HR	7.84	8.07	8.31	8.53	8.77	9.02	9.29	9.55	9.83	10.13	
C	62	YR	16,850	17,351	17,811	18,312	18,834	19,398	19,940	20,525	21,151	21,778	62
		MO	1404	1446	1484	1526	1569	1616	1662	1710	1763	1815	
		HR	8.07	8.31	8.53	8.77	9.02	9.29	9.55	9.83	10.13	10.43	
C	63	YR	17,351	17,811	18,312	18,834	19,398	19,940	20,525	21,151	21,778	22,425	63
		MO	1446	1484	1526	1569	1616	1662	1710	1763	1815	1869	
		HR	8.31	8.53	8.77	9.02	9.29	9.55	9.83	10.13	10.43	10.74	
C	64	YR	17,811	18,312	18,834	19,398	19,940	20,525	21,151	21,778	22,425	23,052	64
		MO	1484	1526	1569	1616	1662	1710	1763	1815	1869	1921	
		HR	8.53	8.77	9.02	9.29	9.55	9.83	10.13	10.43	10.74	11.04	
C	65	YR	18,312	18,834	19,398	19,940	20,525	21,151	21,778	22,425	23,052	23,720	65
		MO	1526	1569	1616	1662	1710	1763	1815	1869	1921	1977	
		HR	8.77	9.02	9.29	9.55	9.83	10.13	10.43	10.74	11.04	11.36	
C	66	YR	18,834	19,398	19,940	20,525	21,151	21,778	22,425	23,052	23,720	24,367	66
		MO	1569	1616	1662	1710	1763	1815	1869	1921	1977	2031	
		HR	9.02	9.29	9.55	9.83	10.13	10.43	10.74	11.04	11.36	11.67	
C	67	YR	19,398	19,940	20,525	21,151	21,778	22,425	23,052	23,720	24,367	25,056	67
		MO	1616	1662	1710	1763	1815	1869	1921	1977	2031	2088	
		HR	9.29	9.55	9.83	10.13	10.43	10.74	11.04	11.36	11.67	12.00	
C	68	YR	19,940	20,525	21,151	21,778	22,425	23,052	23,720	24,367	25,056	25,766	68
		MO	1662	1710	1763	1815	1869	1921	1977	2031	2088	2147	
		HR	9.55	9.83	10.13	10.43	10.74	11.04	11.36	11.67	12.00	12.34	
C	69	YR	20,525	21,151	21,778	22,425	23,052	23,720	24,367	25,056	25,766	26,497	69
		MO	1710	1763	1815	1869	1921	1977	2031	2088	2147	2208	
		HR	9.83	10.13	10.43	10.74	11.04	11.36	11.67	12.00	12.34	12.69	
C	70	YR	21,151	21,778	22,425	23,052	23,720	24,367	25,056	25,766	26,497	27,186	70
		MO	1763	1815	1869	1921	1977	2031	2088	2147	2208	2265	
		HR	10.13	10.43	10.74	11.04	11.36	11.67	12.00	12.34	12.69	13.02	
C	71	YR	21,778	22,425	23,052	23,720	24,367	25,056	25,766	26,497	27,186	27,917	71
		MO	1815	1869	1921	1977	2031	2088	2147	2208	2265	2326	
		HR	10.43	10.74	11.04	11.36	11.67	12.00	12.34	12.69	13.02	13.37	
C	72	YR	22,425	23,052	23,720	24,367	25,056	25,766	26,497	27,186	27,917	28,626	72
		MO	1869	1921	1977	2031	2088	2147	2208	2265	2326	2386	
		HR	10.74	11.04	11.36	11.67	12.00	12.34	12.69	13.02	13.37	13.71	
C	73	YR	23,052	23,720	24,367	25,056	25,766	26,497	27,186	27,917	28,626	29,336	73
		MO	1921	1977	2031	2088	2147	2208	2265	2326	2386	2445	
		HR	11.04	11.36	11.67	12.00	12.34	12.69	13.02	13.37	13.71	14.05	
C	74	YR	23,720	24,367	25,056	25,766	26,497	27,186	27,917	28,626	29,336	30,046	74
		MO	1977	2031	2088	2147	2208	2265	2326	2386	2445	2504	
		HR	11.36	11.67	12.00	12.34	12.69	13.02	13.37	13.71	14.05	14.39	
C	75	YR	24,367	25,056	25,766	26,497	27,186	27,917	28,626	29,336	30,046	30,777	75
		MO	2031	2088	2147	2208	2265	2326	2386	2445	2504	2565	
		HR	11.67	12.00	12.34	12.69	13.02	13.37	13.71	14.05	14.39	14.74	
C	76	YR	25,056	25,766	26,497	27,186	27,917	28,626	29,336	30,046	30,777	31,487	76
		MO	2088	2147	2208	2265	2326	2386	2445	2504	2565	2624	
		HR	12.00	12.34	12.69	13.02	13.37	13.71	14.05	14.39	14.74	15.08	
C	77	YR	25,766	26,497	27,186	27,917	28,626	29,336	30,046	30,777	31,487	32,176	77
		MO	2147	2208	2265	2326	2386	2445	2504	2565	2624	2681	
		HR	12.34	12.69	13.02	13.37	13.71	14.05	14.39	14.74	15.08	15.41	

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										

Compensation Grid 3
Commissioner's Plan Professional
Series A Ranges 1-30
Effective 7/1/83-6/30/84

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
A	1	YR	15,952	16,537	17,205	17,790	18,395	18,959	19,606	20,254	20,964	21,673	1
		MO	1329	1378	1434	1482	1533	1580	1634	1688	1747	1806	
		HR	7.64	7.92	8.24	8.52	8.81	9.08	9.39	9.70	10.04	10.38	
A	2	YR	16,537	17,205	17,790	18,395	18,959	19,606	20,254	20,964	21,673	22,425	2
		MO	1378	1434	1482	1533	1580	1634	1688	1747	1806	1869	
		HR	7.92	8.24	8.52	8.81	9.08	9.39	9.70	10.04	10.38	10.74	
A	3	YR	17,205	17,790	18,395	18,959	19,606	20,254	20,964	21,673	22,425	23,219	3
		MO	1434	1482	1533	1580	1634	1688	1747	1806	1869	1935	
		HR	8.24	8.52	8.81	9.08	9.39	9.70	10.04	10.38	10.74	11.12	
A	4	YR	17,790	18,395	18,959	19,606	20,254	20,964	21,673	22,425	23,219	24,012	4
		MO	1482	1533	1580	1634	1688	1747	1806	1869	1935	2001	
		HR	8.52	8.81	9.08	9.39	9.70	10.04	10.38	10.74	11.12	11.50	
A	5	YR	18,395	18,959	19,606	20,254	20,964	21,673	22,425	23,219	24,012	24,868	5
		MO	1533	1580	1634	1688	1747	1806	1869	1935	2001	2072	
		HR	8.81	9.08	9.39	9.70	10.04	10.38	10.74	11.12	11.50	11.91	
A	6	YR	18,959	19,606	20,254	20,964	21,673	22,425	23,219	24,012	24,868	25,766	6
		MO	1580	1634	1688	1747	1806	1869	1935	2001	2072	2147	
		HR	9.08	9.39	9.70	10.04	10.38	10.74	11.12	11.50	11.91	12.34	
A	7	YR	19,606	20,254	20,964	21,673	22,425	23,219	24,012	24,868	25,766	26,726	7
		MO	1634	1688	1747	1806	1869	1935	2001	2072	2147	2227	
		HR	9.39	9.70	10.04	10.38	10.74	11.12	11.50	11.91	12.34	12.80	
A	8	YR	20,254	20,964	21,673	22,425	23,219	24,012	24,868	25,766	26,726	27,666	8
		MO	1688	1747	1806	1869	1935	2001	2072	2147	2227	2306	
		HR	9.70	10.04	10.38	10.74	11.12	11.50	11.91	12.34	12.80	13.25	
A	9	YR	20,964	21,673	22,425	23,219	24,012	24,868	25,766	26,726	27,666	28,668	9
		MO	1747	1806	1869	1935	2001	2072	2147	2227	2306	2389	
		HR	10.04	10.38	10.74	11.12	11.50	11.91	12.34	12.80	13.25	13.73	
A	10	YR	21,673	22,425	23,219	24,012	24,868	25,766	26,726	27,666	28,668	29,733	10
		MO	1806	1869	1935	2001	2072	2147	2227	2306	2389	2478	
		HR	10.38	10.74	11.12	11.50	11.91	12.34	12.80	13.25	13.73	14.24	
A	11	YR	22,425	23,219	24,012	24,868	25,766	26,726	27,666	28,668	29,733	30,798	11
		MO	1869	1935	2001	2072	2147	2227	2306	2389	2478	2567	
		HR	10.74	11.12	11.50	11.91	12.34	12.80	13.25	13.73	14.24	14.75	
A	12	YR	23,219	24,012	24,868	25,766	26,726	27,666	28,668	29,733	30,798	31,926	12
		MO	1935	2001	2072	2147	2227	2306	2389	2478	2567	2660	
		HR	11.12	11.50	11.91	12.34	12.80	13.25	13.73	14.24	14.75	15.29	
A	13	YR	24,012	24,868	25,766	26,726	27,666	28,668	29,733	30,798	31,926	33,074	13
		MO	2001	2072	2147	2227	2306	2389	2478	2567	2660	2756	
		HR	11.50	11.91	12.34	12.80	13.25	13.73	14.24	14.75	15.29	15.84	
A	14	YR	24,868	25,766	26,726	27,666	28,668	29,733	30,798	31,926	33,074	34,264	14
		MO	2072	2147	2227	2306	2389	2478	2567	2660	2756	2855	
		HR	11.91	12.34	12.80	13.25	13.73	14.24	14.75	15.29	15.84	16.41	
A	15	YR	25,766	26,726	27,666	28,668	29,733	30,798	31,926	33,074	34,264	35,600	15
		MO	2147	2227	2306	2389	2478	2567	2660	2756	2855	2967	
		HR	12.34	12.80	13.25	13.73	14.24	14.75	15.29	15.84	16.41	17.05	

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										

Compensation Grid 3
Commissioner's Plan Professional (Cont.)
Series A Ranges 1-30
Effective 7/1/83-6/30/84

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
A	16	YR	26,726	27,666	28,668	29,733	30,798	31,926	33,074	34,264	35,600	36,916	16
		MO	2227	2306	2389	2478	2567	2660	2756	2855	2967	3076	
		HR	12.80	13.25	13.73	14.24	14.75	15.29	15.84	16.41	17.05	17.68	
A	17	YR	27,666	28,668	29,733	30,798	31,926	33,074	34,264	35,600	36,916	38,252	17
		MO	2306	2389	2478	2567	2660	2756	2855	2967	3076	3188	
		HR	13.25	13.73	14.24	14.75	15.29	15.84	16.41	17.05	17.68	18.32	
A	18	YR	28,668	29,733	30,798	31,926	33,074	34,264	35,600	36,916	38,252	39,735	18
		MO	2389	2478	2567	2660	2756	2855	2967	3076	3188	3311	
		HR	13.73	14.24	14.75	15.29	15.84	16.41	17.05	17.68	18.32	19.03	
A	19	YR	29,733	30,798	31,926	33,074	34,264	35,600	36,916	38,252	39,735	41,113	19
		MO	2478	2567	2660	2756	2855	2967	3076	3188	3311	3426	
		HR	14.24	14.75	15.29	15.84	16.41	17.05	17.68	18.32	19.03	19.69	
A	20	YR	30,798	31,926	33,074	34,264	35,600	36,916	38,252	39,735	41,113	42,553	20
		MO	2567	2660	2756	2855	2967	3076	3188	3311	3426	3546	
		HR	14.75	15.29	15.84	16.41	17.05	17.68	18.32	19.03	19.69	20.38	
A	21	YR	31,926	33,074	34,264	35,600	36,916	38,252	39,735	41,113	42,553	44,099	21
		MO	2660	2756	2855	2967	3076	3188	3311	3426	3546	3675	
		HR	15.29	15.84	16.41	17.05	17.68	18.32	19.03	19.69	20.38	21.12	
A	22	YR	33,074	34,264	35,600	36,916	38,252	39,735	41,113	42,553	44,099	45,706	22
		MO	2756	2855	2967	3076	3188	3311	3426	3546	3675	3809	
		HR	15.84	16.41	17.05	17.68	18.32	19.03	19.69	20.38	21.12	21.89	
A	23	YR	34,264	35,600	36,916	38,252	39,735	41,113	42,553	44,099	45,706	47,314	23
		MO	2855	2967	3076	3188	3311	3426	3546	3675	3809	3943	
		HR	16.41	17.05	17.68	18.32	19.03	19.69	20.38	21.12	21.89	22.66	
A	24	YR	35,600	36,916	38,252	39,735	41,113	42,553	44,099	45,706	47,314	49,026	24
		MO	2967	3076	3188	3311	3426	3546	3675	3809	3943	4086	
		HR	17.05	17.68	18.32	19.03	19.69	20.38	21.12	21.89	22.66	23.48	
A	25	YR	36,916	38,252	39,735	41,113	42,553	44,099	45,706	47,314	49,026	50,822	25
		MO	3076	3188	3311	3426	3546	3675	3809	3943	4086	4235	
		HR	17.68	18.32	19.03	19.69	20.38	21.12	21.89	22.66	23.48	24.34	
A	26	YR	38,252	39,735	41,113	42,553	44,099	45,706	47,314	49,026	50,822	52,659	26
		MO	3188	3311	3426	3546	3675	3809	3943	4086	4235	4388	
		HR	18.32	19.03	19.69	20.38	21.12	21.89	22.66	23.48	24.34	25.22	
A	27	YR	39,735	41,113	42,553	44,099	45,706	47,314	49,026	50,822	52,659	54,580	27
		MO	3311	3426	3546	3675	3809	3943	4086	4235	4388	4548	
		HR	19.03	19.69	20.38	21.12	21.89	22.66	23.48	24.34	25.22	26.14	
A	28	YR	41,113	42,553	44,099	45,706	47,314	49,026	50,822	52,659	54,580		28
		MO	3426	3546	3675	3809	3943	4086	4235	4388	4548		
		HR	19.69	20.38	21.12	21.89	22.66	23.48	24.34	25.22	26.14		
A	29	YR	42,553	44,099	45,706	47,314	49,026	50,822	52,659	54,580			29
		MO	3546	3675	3809	3943	4086	4235	4388	4548			
		HR	20.38	21.12	21.89	22.66	23.48	24.34	25.22	26.14			
A	30	YR	44,099	45,706	47,314	49,026	50,822	52,659	54,580				30
		MO	3675	3809	3943	4086	4235	4388	4548				
		HR	21.12	21.89	22.66	23.48	24.34	25.22	26.14				

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										

Compensation Grid 4
Commissioner's Plan Supervisory
Series J Ranges 1-29
Effective 7/1/83-6/30/84

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
J	01	YR	14,595	14,971	15,326	15,723	16,161	16,620	17,059	17,581	18,166		01
		MO	1216	1248	1277	1310	1347	1385	1422	1465	1514		
		HR	6.99	7.17	7.34	7.53	7.74	7.96	8.17	8.42	8.70		
J	02	YR	14,971	15,326	15,723	16,161	16,620	17,059	17,581	18,166	18,625		02
		MO	1248	1277	1310	1347	1385	1422	1465	1514	1552		
		HR	7.17	7.34	7.53	7.74	7.96	8.17	8.42	8.70	8.92		
J	03	YR	15,326	15,723	16,161	16,620	17,059	17,581	18,166	18,625	19,210		03
		MO	1277	1310	1347	1385	1422	1465	1514	1552	1601		
		HR	7.34	7.53	7.74	7.96	8.17	8.42	8.70	8.92	9.20		
J	04	YR	15,723	16,161	16,620	17,059	17,581	18,166	18,667	19,210	19,794		04
		MO	1310	1347	1385	1422	1465	1514	1556	1601	1650		
		HR	7.53	7.74	7.96	8.17	8.42	8.70	8.94	9.20	9.48		
J	05	YR	16,161	16,620	17,059	17,581	18,166	18,708	19,251	19,794	20,421		05
		MO	1347	1385	1422	1465	1514	1559	1604	1650	1702		
		HR	7.74	7.96	8.17	8.42	8.70	8.96	9.22	9.48	9.78		
J	06	YR	16,620	17,059	17,581	18,166	18,771	19,314	19,940	20,421	21,068	21,715	06
		MO	1385	1422	1465	1514	1564	1610	1662	1702	1756	1810	
		HR	7.96	8.17	8.42	8.70	8.99	9.25	9.55	9.78	10.09	10.40	
J	07	YR	17,059	17,581	18,166	18,792	19,356	20,024	20,629	21,068	21,715		07
		MO	1422	1465	1514	1566	1613	1669	1719	1756	1810		
		HR	8.17	8.42	8.70	9.00	9.27	9.59	9.88	10.09	10.40		
J	08	YR	17,581	18,166	18,792	19,398	20,107	20,838	21,653	22,425	23,281	24,179	08
		MO	1465	1514	1566	1616	1676	1737	1804	1869	1940	2015	
		HR	8.42	8.70	9.00	9.29	9.63	9.98	10.37	10.74	11.15	11.58	
J	09	YR	18,166	18,792	19,398	20,107	20,838	21,653	22,425	23,281	24,179	25,077	09
		MO	1514	1566	1616	1676	1737	1804	1869	1940	2015	2090	
		HR	8.70	9.00	9.29	9.63	9.98	10.37	10.74	11.15	11.58	12.01	
J	10	YR	18,792	19,398	20,107	20,838	21,653	22,425	23,281	24,179	25,077	25,975	10
		MO	1566	1616	1676	1737	1804	1869	1940	2015	2090	2165	
		HR	9.00	9.29	9.63	9.98	10.37	10.74	11.15	11.58	12.01	12.44	
J	11	YR	19,398	20,107	20,838	21,653	22,425	23,281	24,179	25,077	25,975	26,998	11
		MO	1616	1676	1737	1804	1869	1940	2015	2090	2165	2250	
		HR	9.29	9.63	9.98	10.37	10.74	11.15	11.58	12.01	12.44	12.93	
J	12	YR	20,107	20,838	21,653	22,425	23,281	24,179	25,077	25,975	26,998	28,021	12
		MO	1676	1737	1804	1869	1940	2015	2090	2165	2250	2335	
		HR	9.63	9.98	10.37	10.74	11.15	11.58	12.01	12.44	12.93	13.42	
J	13	YR	20,838	21,653	22,425	23,281	24,179	25,077	25,975	26,998	28,021	29,065	13
		MO	1737	1804	1869	1940	2015	2090	2165	2250	2335	2422	
		HR	9.98	10.37	10.74	11.15	11.58	12.01	12.44	12.93	13.42	13.92	
J	14	YR	21,653	22,425	23,281	24,179	25,077	25,975	26,998	28,021	29,065	30,172	14
		MO	1804	1869	1940	2015	2090	2165	2250	2335	2422	2514	
		HR	10.37	10.74	11.15	11.58	12.01	12.44	12.93	13.42	13.92	14.45	
J	15	YR	22,425	23,281	24,179	25,077	25,975	26,998	28,021	29,065	30,172	31,320	15
		MO	1869	1940	2015	2090	2165	2250	2335	2422	2514	2610	
		HR	10.74	11.15	11.58	12.01	12.44	12.93	13.42	13.92	14.45	15.00	
J	16	YR	23,281	24,179	25,077	25,975	26,998	28,021	29,065	30,172	31,320	32,510	16
		MO	1940	2015	2090	2165	2250	2335	2422	2514	2610	2709	
		HR	11.15	11.58	12.01	12.44	12.93	13.42	13.92	14.45	15.00	15.57	
J	17	YR	24,179	25,077	25,975	26,998	28,021	29,065	30,172	31,320	32,510	33,721	17
		MO	2015	2090	2165	2250	2335	2422	2514	2610	2709	2810	
		HR	11.58	12.01	12.44	12.93	13.42	13.92	14.45	15.00	15.57	16.15	
J	18	YR	25,077	25,975	26,998	28,021	29,065	30,172	31,320	32,510	33,721	34,995	18
		MO	2090	2165	2250	2335	2422	2514	2610	2709	2810	2916	
		HR	12.01	12.44	12.93	13.42	13.92	14.45	15.00	15.57	16.15	16.76	
J	19	YR	25,975	26,998	28,021	29,065	30,172	31,320	32,510	33,721	34,995	36,310	19
		MO	2165	2250	2335	2422	2514	2610	2709	2810	2916	3026	
		HR	12.44	12.93	13.42	13.92	14.45	15.00	15.57	16.15	16.76	17.39	

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										

Compensation Grid 4
Commissioner's Plan Supervisory (Cont.)
Series J Ranges 1-29
Effective 7/1/83-6/30/84

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
J	20	YR	26,998	28,021	29,065	30,172	31,320	32,510	33,721	34,995	36,310	37,605	20
		MO	2250	2335	2422	2514	2610	2709	2810	2916	3026	3134	
		HR	12.93	13.42	13.92	14.45	15.00	15.57	16.15	16.76	17.39	18.01	
J	21	YR	28,021	29,065	30,172	31,320	32,510	33,721	34,995	36,310	37,605	38,962	21
		MO	2335	2422	2514	2610	2709	2810	2916	3026	3134	3247	
		HR	13.42	13.92	14.45	15.00	15.57	16.15	16.76	17.39	18.01	18.66	
J	22	YR	29,065	30,172	31,320	32,510	33,721	34,995	36,310	37,605	38,962	40,361	22
		MO	2422	2514	2610	2709	2810	2916	3026	3134	3247	3363	
		HR	13.92	14.45	15.00	15.57	16.15	16.76	17.39	18.01	18.66	19.33	
J	23	YR	30,172	31,320	32,510	33,721	34,995	36,310	37,605	38,962	40,361	41,823	23
		MO	2514	2610	2709	2810	2916	3026	3134	3247	3363	3485	
		HR	14.45	15.00	15.57	16.15	16.76	17.39	18.01	18.66	19.33	20.03	
J	24	YR	31,320	32,510	33,721	34,995	36,310	37,605	38,962	40,361	41,823	43,326	24
		MO	2610	2709	2810	2916	3026	3134	3247	3363	3485	3611	
		HR	15.00	15.57	16.15	16.76	17.39	18.01	18.66	19.33	20.03	20.75	
J	25	YR	32,510	33,721	34,995	36,310	37,605	38,962	40,361	41,823	43,326	44,892	25
		MO	2709	2810	2916	3026	3134	3247	3363	3485	3611	3741	
		HR	15.57	16.15	16.76	17.39	18.01	18.66	19.33	20.03	20.75	21.50	
J	26	YR	33,721	34,995	36,310	37,605	38,962	40,361	41,823	43,326	44,892	46,500	26
		MO	2810	2916	3026	3134	3247	3363	3485	3611	3741	3875	
		HR	16.15	16.76	17.39	18.01	18.66	19.33	20.03	20.75	21.50	22.27	
J	27	YR	34,995	36,310	37,605	38,962	40,361	41,823	43,326	44,892	46,500	48,170	27
		MO	2916	3026	3134	3247	3363	3485	3611	3741	3875	4014	
		HR	16.76	17.39	18.01	18.66	19.33	20.03	20.75	21.50	22.27	23.07	
J	28	YR	36,310	37,605	38,962	40,361	41,823	43,326	44,892	46,500	48,170	49,903	28
		MO	3026	3134	3247	3363	3485	3611	3741	3875	4014	4159	
		HR	17.39	18.01	18.66	19.33	20.03	20.75	21.50	22.27	23.07	23.90	
J	29	YR	37,605	38,962	40,361	41,823	43,326	44,892	46,500	48,170	49,903		29
		MO	3134	3247	3363	3485	3611	3741	3875	4014	4159		
		HR	18.01	18.66	19.33	20.03	20.75	21.50	22.27	23.07	23.90		
Step			01	02	03	04	05	06	07	08	09	10	
Comp Code			A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

APPENDIX G

COMPENSATION GRIDS - FY 85

Compensation Grid 5
Commissioner's Plan Service, Health Care Non-Professional, and Clerical
Series L, Ranges 42-77
Effective 7/1/84-6/30/85

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	
Series	Range													Range
L	42	YR	10,878	11,129	11,400	11,672	11,943	12,277	12,549	12,799	13,071	13,301		42
		MO	907	927	950	973	995	1023	1046	1067	1089	1108		
		HR	5.21	5.33	5.46	5.59	5.72	5.88	6.01	6.13	6.26	6.37		
L	43	YR	11,129	11,400	11,672	11,943	12,277	12,549	12,799	13,071	13,301	13,572		43
		MO	927	950	973	995	1023	1046	1067	1089	1108	1131		
		HR	5.33	5.46	5.59	5.72	5.88	6.01	6.13	6.26	6.37	6.50		
L	44	YR	11,400	11,672	11,943	12,277	12,549	12,799	13,071	13,301	13,572	13,823		44
		MO	950	973	995	1023	1046	1067	1089	1108	1131	1152		
		HR	5.46	5.59	5.72	5.88	6.01	6.13	6.26	6.37	6.50	6.62		
L	45	YR	11,672	11,943	12,277	12,549	12,799	13,071	13,301	13,572	13,823	14,157		45
		MO	973	995	1023	1046	1067	1089	1108	1131	1152	1180		
		HR	5.59	5.72	5.88	6.01	6.13	6.26	6.37	6.50	6.62	6.78		
L	46	YR	11,943	12,277	12,549	12,799	13,071	13,301	13,572	13,823	14,157	14,449		46
		MO	995	1023	1046	1067	1089	1108	1131	1152	1180	1204		
		HR	5.72	5.88	6.01	6.13	6.26	6.37	6.50	6.62	6.78	6.92		
L	47	YR	12,277	12,549	12,799	13,071	13,301	13,572	13,823	14,157	14,449	14,762		47
		MO	1023	1046	1067	1089	1108	1131	1152	1180	1204	1230		
		HR	5.88	6.01	6.13	6.26	6.37	6.50	6.62	6.78	6.92	7.07		
L	48	YR	12,549	12,799	13,071	13,301	13,572	13,823	14,157	14,449	14,762	15,117		48
		MO	1046	1067	1089	1108	1131	1152	1180	1204	1230	1260		
		HR	6.01	6.13	6.26	6.37	6.50	6.62	6.78	6.92	7.07	7.24		
L	49	YR	12,799	13,071	13,301	13,572	13,823	14,094	14,449	14,762	15,117	15,451		49
		MO	1067	1089	1108	1131	1152	1174	1204	1230	1260	1288		
		HR	6.13	6.26	6.37	6.50	6.62	6.75	6.92	7.07	7.24	7.40		
L	50	YR	13,071	13,301	13,572	13,823	14,094	14,407	14,741	15,117	15,451	15,806		50
		MO	1089	1108	1131	1152	1174	1201	1228	1260	1288	1317		
		HR	6.26	6.37	6.50	6.62	6.75	6.90	7.06	7.24	7.40	7.57		
L	51	YR	13,301	13,572	13,823	14,094	14,407	14,741	15,117	15,451	15,806	16,182		51
		MO	1108	1131	1152	1174	1201	1228	1260	1288	1317	1349		
		HR	6.37	6.50	6.62	6.75	6.90	7.06	7.24	7.40	7.57	7.75		
L	52	YR	13,572	13,823	14,094	14,407	14,741	15,117	15,451	15,806	16,182	16,579		52
		MO	1131	1152	1174	1201	1228	1260	1288	1317	1349	1382		
		HR	6.50	6.62	6.75	6.90	7.06	7.24	7.40	7.57	7.75	7.94		
L	53	YR	13,823	14,094	14,407	14,741	15,117	15,451	15,806	16,182	16,579	17,017		53
		MO	1152	1174	1201	1228	1260	1288	1317	1349	1382	1418		
		HR	6.62	6.75	6.90	7.06	7.24	7.40	7.57	7.75	7.94	8.15		
L	54	YR	14,094	14,407	14,741	15,117	15,451	15,806	16,182	16,579	17,017	17,518		54
		MO	1174	1201	1228	1260	1288	1317	1349	1382	1418	1460		
		HR	6.75	6.90	7.06	7.24	7.40	7.57	7.75	7.94	8.15	8.39		
L	55	YR	14,407	14,741	15,117	15,451	15,806	16,182	16,579	17,017	17,518	17,957		55
		MO	1201	1228	1260	1288	1317	1349	1382	1418	1460	1496		
		HR	6.90	7.06	7.24	7.40	7.57	7.75	7.94	8.15	8.39	8.60		
L	56	YR	14,741	15,117	15,451	15,806	16,182	16,579	17,017	17,518	17,957	18,416	18,917	56
		MO	1228	1260	1288	1317	1349	1382	1418	1460	1496	1535	1576	
		HR	7.06	7.24	7.40	7.57	7.75	7.94	8.15	8.39	8.60	8.82	9.06	
L	57	YR	15,117	15,451	15,806	16,182	16,579	17,017	17,518	17,957	18,416	18,917		57
		MO	1260	1288	1317	1349	1382	1418	1460	1496	1535	1576		
		HR	7.24	7.40	7.57	7.75	7.94	8.15	8.39	8.60	8.82	9.06		
L	58	YR	15,451	15,806	16,182	16,579	17,017	17,518	17,957	18,416	18,917	19,460		58
		MO	1288	1317	1349	1382	1418	1460	1496	1535	1576	1622		
		HR	7.40	7.57	7.75	7.94	8.15	8.39	8.60	8.82	9.06	9.32		
L	59	YR	15,806	16,182	16,579	17,017	17,518	17,957	18,416	18,917	19,460	19,982		59
		MO	1317	1349	1382	1418	1460	1496	1535	1576	1622	1665		
		HR	7.57	7.75	7.94	8.15	8.39	8.60	8.82	9.06	9.32	9.57		

Step	01	02	03	04	05	06	07	08	09	10	K
Comp Code	A	B	C	D	E	F	G	H	I	J	11
YR - Yearly Salary Rate											
MO - Monthly Salary Rate											
HR - Hourly Salary Rate											

Compensation Grid 5
Commissioner's Plan Service, Health Care Non-Professional, and Clerical (Cont.)
Series L, Ranges 42-77
Effective 7/1/84-6/30/85

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	
Series	Range													Range
L	60	YR	16,182	16,579	17,017	17,518	17,957	18,416	18,917	19,460	19,982	20,525	21,151	60
		MO	1349	1382	1418	1460	1496	1535	1576	1622	1665	1710	1763	
		HR	7.75	7.94	8.15	8.39	8.60	8.82	9.06	9.32	9.57	9.83	10.13	
L	61	YR	16,579	17,017	17,518	17,957	18,416	18,917	19,460	19,982	20,525	21,151	61	
		MO	1382	1418	1460	1496	1535	1576	1622	1665	1710	1763		
		HR	7.94	8.15	8.39	8.60	8.82	9.06	9.32	9.57	9.83	10.13		
L	62	YR	17,017	17,518	17,957	18,416	18,917	19,460	19,982	20,525	21,151	21,757	62	
		MO	1418	1460	1496	1535	1576	1622	1665	1710	1763	1813		
		HR	8.15	8.39	8.60	8.82	9.06	9.32	9.57	9.83	10.13	10.42		
L	63	YR	17,518	17,957	18,416	18,917	19,460	19,982	20,525	21,151	21,757	22,362	63	
		MO	1460	1496	1535	1576	1622	1665	1710	1763	1813	1864		
		HR	8.39	8.60	8.82	9.06	9.32	9.57	9.83	10.13	10.42	10.71		
L	64	YR	17,957	18,416	18,917	19,460	19,982	20,525	21,151	21,757	22,362	22,989	64	
		MO	1496	1535	1576	1622	1665	1710	1763	1813	1864	1916		
		HR	8.60	8.82	9.06	9.32	9.57	9.83	10.13	10.42	10.71	11.01		
L	65	YR	18,416	18,917	19,460	19,982	20,525	21,151	21,757	22,362	22,989	23,615	65	
		MO	1535	1576	1622	1665	1710	1763	1813	1864	1916	1968		
		HR	8.82	9.06	9.32	9.57	9.83	10.13	10.42	10.71	11.01	11.31		
L	66	YR	18,917	19,460	19,982	20,525	21,151	21,757	22,362	22,989	23,615	24,221	66	
		MO	1576	1622	1665	1710	1763	1813	1864	1916	1968	2018		
		HR	9.06	9.32	9.57	9.83	10.13	10.42	10.71	11.01	11.31	11.60		
L	67	YR	19,460	19,982	20,525	21,151	21,757	22,362	22,989	23,615	24,221	24,889	67	
		MO	1622	1665	1710	1763	1813	1864	1916	1968	2018	2074		
		HR	9.32	9.57	9.83	10.13	10.42	10.71	11.01	11.31	11.60	11.92		
L	68	YR	19,982	20,525	21,151	21,757	22,362	22,989	23,615	24,221	24,889	25,578	68	
		MO	1665	1710	1763	1813	1864	1916	1968	2018	2074	2132		
		HR	9.57	9.83	10.13	10.42	10.71	11.01	11.31	11.60	11.92	12.25		
L	69	YR	20,525	21,151	21,757	22,362	22,989	23,615	24,221	24,889	25,578	26,246	69	
		MO	1710	1763	1813	1864	1916	1968	2018	2074	2132	2187		
		HR	9.83	10.13	10.42	10.71	11.01	11.31	11.60	11.92	12.25	12.57		
L	70	YR	21,151	21,757	22,362	22,989	23,615	24,221	24,889	25,578	26,246	26,935	70	
		MO	1763	1813	1864	1916	1968	2018	2074	2132	2187	2245		
		HR	10.13	10.42	10.71	11.01	11.31	11.60	11.92	12.25	12.57	12.90		
L	71	YR	21,757	22,362	22,989	23,615	24,221	24,889	25,578	26,246	26,935	27,645	71	
		MO	1813	1864	1916	1968	2018	2074	2132	2187	2245	2304		
		HR	10.42	10.71	11.01	11.31	11.60	11.92	12.25	12.57	12.90	13.24		
L	72	YR	22,362	22,989	23,615	24,221	24,889	25,578	26,246	26,935	27,645	28,313	72	
		MO	1864	1916	1968	2018	2074	2132	2187	2245	2304	2359		
		HR	10.71	11.01	11.31	11.60	11.92	12.25	12.57	12.90	13.24	13.56		
L	73	YR	22,989	23,615	24,221	24,889	25,578	26,246	26,935	27,645	28,313	29,002	73	
		MO	1916	1968	2018	2074	2132	2187	2245	2304	2359	2417		
		HR	11.01	11.31	11.60	11.92	12.25	12.57	12.90	13.24	13.56	13.89		
L	74	YR	23,615	24,221	24,889	25,578	26,246	26,935	27,645	28,313	29,002	29,670	74	
		MO	1968	2018	2074	2132	2187	2245	2304	2359	2417	2473		
		HR	11.31	11.60	11.92	12.25	12.57	12.90	13.24	13.56	13.89	14.21		
L	75	YR	24,221	24,889	25,578	26,246	26,935	27,645	28,313	29,002	29,670	30,380	75	
		MO	2018	2074	2132	2187	2245	2304	2359	2417	2473	2532		
		HR	11.60	11.92	12.25	12.57	12.90	13.24	13.56	13.89	14.21	14.55		
L	76	YR	24,889	25,578	26,246	26,935	27,645	28,313	29,002	29,670	30,380	31,049	76	
		MO	2074	2132	2187	2245	2304	2359	2417	2473	2532	2587		
		HR	11.92	12.25	12.57	12.90	13.24	13.56	13.89	14.21	14.55	14.87		
L	77	YR	25,578	26,246	26,935	27,645	28,313	29,002	29,670	30,380	31,049	31,717	77	
		MO	2132	2187	2245	2304	2359	2417	2473	2532	2587	2643		
		HR	12.25	12.57	12.90	13.24	13.56	13.89	14.21	14.55	14.87	15.19		

Step	01	02	03	04	05	06	07	08	09	10	11
Comp Code	A	B	C	D	E	F	G	H	I	J	K
YR - Yearly Salary Rate											
MO - Monthly Salary Rate											
HR - Hourly Salary Rate											

Compensation Grid 6
Commissioner's Plan Technical
Series C Ranges 42-77
Effective 7/1/84-6/30/85

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	10,878	11,129	11,421	11,735	12,027	12,403	12,674	12,946	13,259	13,509	42
		MO	907	927	952	978	1002	1034	1056	1079	1105	1126	
		HR	5.21	5.33	5.47	5.62	5.76	5.94	6.07	6.20	6.35	6.47	
C	43	YR	11,129	11,421	11,735	12,027	12,403	12,674	12,946	13,259	13,509	13,802	43
		MO	927	952	978	1002	1034	1056	1079	1105	1126	1150	
		HR	5.33	5.47	5.62	5.76	5.94	6.07	6.20	6.35	6.47	6.61	
C	44	YR	11,421	11,735	12,027	12,403	12,674	12,946	13,259	13,509	13,802	14,073	44
		MO	952	978	1002	1034	1056	1079	1105	1126	1150	1173	
		HR	5.47	5.62	5.76	5.94	6.07	6.20	6.35	6.47	6.61	6.74	
C	45	YR	11,735	12,027	12,403	12,674	12,946	13,259	13,509	13,802	14,073	14,449	45
		MO	978	1002	1034	1056	1079	1105	1126	1150	1173	1204	
		HR	5.62	5.76	5.94	6.07	6.20	6.35	6.47	6.61	6.74	6.92	
C	46	YR	12,027	12,403	12,674	12,946	13,259	13,509	13,802	14,073	14,449	14,804	46
		MO	1002	1034	1056	1079	1105	1126	1150	1173	1204	1234	
		HR	5.76	5.94	6.07	6.20	6.35	6.47	6.61	6.74	6.92	7.09	
C	47	YR	12,403	12,674	12,946	13,259	13,509	13,802	14,073	14,449	14,804	15,138	47
		MO	1034	1056	1079	1105	1126	1150	1173	1204	1234	1262	
		HR	5.94	6.07	6.20	6.35	6.47	6.61	6.74	6.92	7.09	7.25	
C	48	YR	12,674	12,946	13,259	13,509	13,802	14,073	14,449	14,804	15,138	15,514	48
		MO	1056	1079	1105	1126	1150	1173	1204	1234	1262	1293	
		HR	6.07	6.20	6.35	6.47	6.61	6.74	6.92	7.09	7.25	7.43	
C	49	YR	12,946	13,259	13,509	13,802	14,073	14,365	14,804	15,138	15,514	15,869	49
		MO	1079	1105	1126	1150	1173	1197	1234	1262	1293	1322	
		HR	6.20	6.35	6.47	6.61	6.74	6.88	7.09	7.25	7.43	7.60	
C	50	YR	13,259	13,509	13,802	14,073	14,365	14,741	15,117	15,514	15,869	16,266	50
		MO	1105	1126	1150	1173	1197	1228	1260	1293	1322	1355	
		HR	6.35	6.47	6.61	6.74	6.88	7.06	7.24	7.43	7.60	7.79	
C	51	YR	13,509	13,802	14,073	14,365	14,741	15,117	15,514	15,869	16,266	16,641	51
		MO	1126	1150	1173	1197	1228	1260	1293	1322	1355	1387	
		HR	6.47	6.61	6.74	6.88	7.06	7.24	7.43	7.60	7.79	7.97	
C	52	YR	13,802	14,073	14,365	14,741	15,117	15,514	15,869	16,266	16,641	17,101	52
		MO	1150	1173	1197	1228	1260	1293	1322	1355	1387	1425	
		HR	6.61	6.74	6.88	7.06	7.24	7.43	7.60	7.79	7.97	8.19	
C	53	YR	14,073	14,365	14,741	15,117	15,514	15,869	16,266	16,641	17,101	17,602	53
		MO	1173	1197	1228	1260	1293	1322	1355	1387	1425	1467	
		HR	6.74	6.88	7.06	7.24	7.43	7.60	7.79	7.97	8.19	8.43	
C	54	YR	14,365	14,741	15,117	15,514	15,869	16,266	16,641	17,101	17,602	18,124	54
		MO	1197	1228	1260	1293	1322	1355	1387	1425	1467	1510	
		HR	6.88	7.06	7.24	7.43	7.60	7.79	7.97	8.19	8.43	8.68	
C	55	YR	14,741	15,117	15,514	15,869	16,266	16,641	17,101	17,602	18,124	18,604	55
		MO	1228	1260	1293	1322	1355	1387	1425	1467	1510	1550	
		HR	7.06	7.24	7.43	7.60	7.79	7.97	8.19	8.43	8.68	8.91	
C	56	YR	15,117	15,514	15,869	16,266	16,641	17,101	17,602	18,124	18,604	19,126	56
		MO	1260	1293	1322	1355	1387	1425	1467	1510	1550	1594	
		HR	7.24	7.43	7.60	7.79	7.97	8.19	8.43	8.68	8.91	9.16	
C	57	YR	15,514	15,869	16,266	16,641	17,101	17,602	18,124	18,604	19,126	19,690	57
		MO	1293	1322	1355	1387	1425	1467	1510	1550	1594	1641	
		HR	7.43	7.60	7.79	7.97	8.19	8.43	8.68	8.91	9.16	9.43	
C	58	YR	15,869	16,266	16,641	17,101	17,602	18,124	18,604	19,126	19,690	20,274	58
		MO	1322	1355	1387	1425	1467	1510	1550	1594	1641	1690	
		HR	7.60	7.79	7.97	8.19	8.43	8.68	8.91	9.16	9.43	9.71	
C	59	YR	16,266	16,641	17,101	17,602	18,124	18,604	19,126	19,690	20,274	20,838	59
		MO	1355	1387	1425	1467	1510	1550	1594	1641	1690	1737	
		HR	7.79	7.97	8.19	8.43	8.68	8.91	9.16	9.43	9.71	9.98	

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										

Compensation Grid 6
Commissioner's Plan Technical (Cont.)
Series C Ranges 42-77
Effective 7/1/84-6/30/85

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	60	YR	16,641	17,101	17,602	18,124	18,604	19,126	19,690	20,274	20,838	21,444	60
		MO	1387	1425	1467	1510	1550	1594	1641	1690	1737	1787	
		HR	7.97	8.19	8.43	8.68	8.91	9.16	9.43	9.71	9.98	10.27	
C	61	YR	17,101	17,602	18,124	18,604	19,126	19,690	20,274	20,838	21,444	22,112	61
		MO	1425	1467	1510	1550	1594	1641	1690	1737	1787	1843	
		HR	8.19	8.43	8.68	8.91	9.16	9.43	9.71	9.98	10.27	10.59	
C	62	YR	17,602	18,124	18,604	19,126	19,690	20,274	20,838	21,444	22,112	22,759	62
		MO	1467	1510	1550	1594	1641	1690	1737	1787	1843	1897	
		HR	8.43	8.68	8.91	9.16	9.43	9.71	9.98	10.27	10.59	10.90	
C	63	YR	18,124	18,604	19,126	19,690	20,274	20,838	21,444	22,112	22,759	23,427	63
		MO	1510	1550	1594	1641	1690	1737	1787	1843	1897	1952	
		HR	8.68	8.91	9.16	9.43	9.71	9.98	10.27	10.59	10.90	11.22	
C	64	YR	18,604	19,126	19,690	20,274	20,838	21,444	22,112	22,759	23,427	24,096	64
		MO	1550	1594	1641	1690	1737	1787	1843	1897	1952	2008	
		HR	8.91	9.16	9.43	9.71	9.98	10.27	10.59	10.90	11.22	11.54	
C	65	YR	19,126	19,690	20,274	20,838	21,444	22,112	22,759	23,427	24,096	24,785	65
		MO	1594	1641	1690	1737	1787	1843	1897	1952	2008	2065	
		HR	9.16	9.43	9.71	9.98	10.27	10.59	10.90	11.22	11.54	11.87	
C	66	YR	19,690	20,274	20,838	21,444	22,112	22,759	23,427	24,096	24,785	25,474	66
		MO	1641	1690	1737	1787	1843	1897	1952	2008	2065	2123	
		HR	9.43	9.71	9.98	10.27	10.59	10.90	11.22	11.54	11.87	12.20	
C	67	YR	20,274	20,838	21,444	22,112	22,759	23,427	24,096	24,785	25,474	26,184	67
		MO	1690	1737	1787	1843	1897	1952	2008	2065	2123	2182	
		HR	9.71	9.98	10.27	10.59	10.90	11.22	11.54	11.87	12.20	12.54	
C	68	YR	20,838	21,444	22,112	22,759	23,427	24,096	24,785	25,474	26,184	26,935	68
		MO	1737	1787	1843	1897	1952	2008	2065	2123	2182	2245	
		HR	9.98	10.27	10.59	10.90	11.22	11.54	11.87	12.20	12.54	12.90	
C	69	YR	21,444	22,112	22,759	23,427	24,096	24,785	25,474	26,184	26,935	27,687	69
		MO	1787	1843	1897	1952	2008	2065	2123	2182	2245	2307	
		HR	10.27	10.59	10.90	11.22	11.54	11.87	12.20	12.54	12.90	13.26	
C	70	YR	22,112	22,759	23,427	24,096	24,785	25,474	26,184	26,935	27,687	28,418	70
		MO	1843	1897	1952	2008	2065	2123	2182	2245	2307	2368	
		HR	10.59	10.90	11.22	11.54	11.87	12.20	12.54	12.90	13.26	13.61	
C	71	YR	22,759	23,427	24,096	24,785	25,474	26,184	26,935	27,687	28,418	29,169	71
		MO	1897	1952	2008	2065	2123	2182	2245	2307	2368	2431	
		HR	10.90	11.22	11.54	11.87	12.20	12.54	12.90	13.26	13.61	13.97	
C	72	YR	23,427	24,096	24,785	25,474	26,184	26,935	27,687	28,418	29,169	29,921	72
		MO	1952	2008	2065	2123	2182	2245	2307	2368	2431	2493	
		HR	11.22	11.54	11.87	12.20	12.54	12.90	13.26	13.61	13.97	14.33	
C	73	YR	24,096	24,785	25,474	26,184	26,935	27,687	28,418	29,169	29,921	30,652	73
		MO	2008	2065	2123	2182	2245	2307	2368	2431	2493	2554	
		HR	11.54	11.87	12.20	12.54	12.90	13.26	13.61	13.97	14.33	14.68	
C	74	YR	24,785	25,474	26,184	26,935	27,687	28,418	29,169	29,921	30,652	31,404	74
		MO	2065	2123	2182	2245	2307	2368	2431	2493	2554	2617	
		HR	11.87	12.20	12.54	12.90	13.26	13.61	13.97	14.33	14.68	15.04	
C	75	YR	25,474	26,184	26,935	27,687	28,418	29,169	29,921	30,652	31,404	32,155	75
		MO	2123	2182	2245	2307	2368	2431	2493	2554	2617	2680	
		HR	12.20	12.54	12.90	13.26	13.61	13.97	14.33	14.68	15.04	15.40	
C	76	YR	26,184	26,935	27,687	28,418	29,169	29,921	30,652	31,404	32,155	32,907	76
		MO	2182	2245	2307	2368	2431	2493	2554	2617	2680	2742	
		HR	12.54	12.90	13.26	13.61	13.97	14.33	14.68	15.04	15.40	15.76	
C	77	YR	26,935	27,687	28,418	29,169	29,921	30,652	31,404	32,155	32,907	33,617	77
		MO	2245	2307	2368	2431	2493	2554	2617	2680	2742	2801	
		HR	12.90	13.26	13.61	13.97	14.33	14.68	15.04	15.40	15.76	16.10	

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										

Compensation Grid 7
Commissioner's Plan Professional
Series A Ranges 1-30
Effective 7/1/84-6/30/85

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
A	1	YR	16,662	17,289	17,978	18,583	19,230	19,815	20,483	21,172	21,903	22,655	1
		MO	1389	1441	1498	1549	1603	1651	1707	1764	1825	1888	
		HR	7.98	8.28	8.61	8.90	9.21	9.49	9.81	10.14	10.49	10.85	
A	2	YR	17,289	17,978	18,583	19,230	19,815	20,483	21,172	21,903	22,655	23,427	2
		MO	1441	1498	1549	1603	1651	1707	1764	1825	1888	1952	
		HR	8.28	8.61	8.90	9.21	9.49	9.81	10.14	10.49	10.85	11.22	
A	3	YR	17,978	18,583	19,230	19,815	20,483	21,172	21,903	22,655	23,427	24,263	3
		MO	1498	1549	1603	1651	1707	1764	1825	1888	1952	2022	
		HR	8.61	8.90	9.21	9.49	9.81	10.14	10.49	10.85	11.22	11.62	
A	4	YR	18,583	19,230	19,815	20,483	21,172	21,903	22,655	23,427	24,263	25,098	4
		MO	1549	1603	1651	1707	1764	1825	1888	1952	2022	2091	
		HR	8.90	9.21	9.49	9.81	10.14	10.49	10.85	11.22	11.62	12.02	
A	5	YR	19,230	19,815	20,483	21,172	21,903	22,655	23,427	24,263	25,098	25,996	5
		MO	1603	1651	1707	1764	1825	1888	1952	2022	2091	2166	
		HR	9.21	9.49	9.81	10.14	10.49	10.85	11.22	11.62	12.02	12.45	
A	6	YR	19,815	20,483	21,172	21,903	22,655	23,427	24,263	25,098	25,996	26,935	6
		MO	1651	1707	1764	1825	1888	1952	2022	2091	2166	2245	
		HR	9.49	9.81	10.14	10.49	10.85	11.22	11.62	12.02	12.45	12.90	
A	7	YR	20,483	21,172	21,903	22,655	23,427	24,263	25,098	25,996	26,935	27,937	7
		MO	1707	1764	1825	1888	1952	2022	2091	2166	2245	2328	
		HR	9.81	10.14	10.49	10.85	11.22	11.62	12.02	12.45	12.90	13.38	
A	8	YR	21,172	21,903	22,655	23,427	24,263	25,098	25,996	26,935	27,937	28,919	8
		MO	1764	1825	1888	1952	2022	2091	2166	2245	2328	2410	
		HR	10.14	10.49	10.85	11.22	11.62	12.02	12.45	12.90	13.38	13.85	
A	9	YR	21,903	22,655	23,427	24,263	25,098	25,996	26,935	27,937	28,919	29,963	9
		MO	1825	1888	1952	2022	2091	2166	2245	2328	2410	2497	
		HR	10.49	10.85	11.22	11.62	12.02	12.45	12.90	13.38	13.85	14.35	
A	10	YR	22,655	23,427	24,263	25,098	25,996	26,935	27,937	28,919	29,963	31,069	10
		MO	1888	1952	2022	2091	2166	2245	2328	2410	2497	2589	
		HR	10.85	11.22	11.62	12.02	12.45	12.90	13.38	13.85	14.35	14.88	
A	11	YR	23,427	24,263	25,098	25,996	26,935	27,937	28,919	29,963	31,069	32,176	11
		MO	1952	2022	2091	2166	2245	2328	2410	2497	2589	2681	
		HR	11.22	11.62	12.02	12.45	12.90	13.38	13.85	14.35	14.88	15.41	
A	12	YR	24,263	25,098	25,996	26,935	27,937	28,919	29,963	31,069	32,176	33,366	12
		MO	2022	2091	2166	2245	2328	2410	2497	2589	2681	2781	
		HR	11.62	12.02	12.45	12.90	13.38	13.85	14.35	14.88	15.41	15.98	
A	13	YR	25,098	25,996	26,935	27,937	28,919	29,963	31,069	32,176	33,366	34,556	13
		MO	2091	2166	2245	2328	2410	2497	2589	2681	2781	2880	
		HR	12.02	12.45	12.90	13.38	13.85	14.35	14.88	15.41	15.98	16.55	
A	14	YR	25,996	26,935	27,937	28,919	29,963	31,069	32,176	33,366	34,556	35,809	14
		MO	2166	2245	2328	2410	2497	2589	2681	2781	2880	2984	
		HR	12.45	12.90	13.38	13.85	14.35	14.88	15.41	15.98	16.55	17.15	
A	15	YR	26,935	27,937	28,919	29,963	31,069	32,176	33,366	34,556	35,809	37,208	15
		MO	2245	2328	2410	2497	2589	2681	2781	2880	2984	3101	
		HR	12.90	13.38	13.85	14.35	14.88	15.41	15.98	16.55	17.15	17.82	

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										

Compensation Grid 7
Commissioner's Plan Professional (Cont.)
Series A Ranges 1-30
Effective 7/1/84-6/30/85

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
A	16	YR	27,937	28,919	29,963	31,069	32,176	33,366	34,556	35,809	37,208	38,586	16
		MO	2328	2410	2497	2589	2681	2781	2880	2984	3101	3216	
		HR	13.38	13.85	14.35	14.88	15.41	15.98	16.55	17.15	17.82	18.48	
A	17	YR	28,919	29,963	31,069	32,176	33,366	34,556	35,809	37,208	38,586	39,964	17
		MO	2410	2497	2589	2681	2781	2880	2984	3101	3216	3330	
		HR	13.85	14.35	14.88	15.41	15.98	16.55	17.15	17.82	18.48	19.14	
A	18	YR	29,963	31,069	32,176	33,366	34,556	35,809	37,208	38,586	39,964	41,530	18
		MO	2497	2589	2681	2781	2880	2984	3101	3216	3330	3461	
		HR	14.35	14.88	15.41	15.98	16.55	17.15	17.82	18.48	19.14	19.89	
A	19	YR	31,069	32,176	33,366	34,556	35,809	37,208	38,586	39,964	41,530	42,971	19
		MO	2589	2681	2781	2880	2984	3101	3216	3330	3461	3581	
		HR	14.88	15.41	15.98	16.55	17.15	17.82	18.48	19.14	19.89	20.58	
A	20	YR	32,176	33,366	34,556	35,809	37,208	38,586	39,964	41,530	42,971	44,474	20
		MO	2681	2781	2880	2984	3101	3216	3330	3461	3581	3706	
		HR	15.41	15.98	16.55	17.15	17.82	18.48	19.14	19.89	20.58	21.30	
A	21	YR	33,366	34,556	35,809	37,208	38,586	39,964	41,530	42,971	44,474	46,082	21
		MO	2781	2880	2984	3101	3216	3330	3461	3581	3706	3840	
		HR	15.98	16.55	17.15	17.82	18.48	19.14	19.89	20.58	21.30	22.07	
A	22	YR	34,556	35,809	37,208	38,586	39,964	41,530	42,971	44,474	46,082	47,773	22
		MO	2880	2984	3101	3216	3330	3461	3581	3706	3840	3981	
		HR	16.55	17.15	17.82	18.48	19.14	19.89	20.58	21.30	22.07	22.88	
A	23	YR	35,809	37,208	38,586	39,964	41,530	42,971	44,474	46,082	47,773	49,444	23
		MO	2984	3101	3216	3330	3461	3581	3706	3840	3981	4120	
		HR	17.15	17.82	18.48	19.14	19.89	20.58	21.30	22.07	22.88	23.68	
A	24	YR	37,208	38,586	39,964	41,530	42,971	44,474	46,082	47,773	49,444	51,240	24
		MO	3101	3216	3330	3461	3581	3706	3840	3981	4120	4270	
		HR	17.82	18.48	19.14	19.89	20.58	21.30	22.07	22.88	23.68	24.54	
A	25	YR	38,586	39,964	41,530	42,971	44,474	46,082	47,773	49,444	51,240	53,119	25
		MO	3216	3330	3461	3581	3706	3840	3981	4120	4270	4427	
		HR	18.48	19.14	19.89	20.58	21.30	22.07	22.88	23.68	24.54	25.44	
A	26	YR	39,964	41,530	42,971	44,474	46,082	47,773	49,444	51,240	53,119	55,019	26
		MO	3330	3461	3581	3706	3840	3981	4120	4270	4427	4585	
		HR	19.14	19.89	20.58	21.30	22.07	22.88	23.68	24.54	25.44	26.35	
A	27	YR	41,530	42,971	44,474	46,082	47,773	49,444	51,240	53,119	55,019	57,044	27
		MO	3461	3581	3706	3840	3981	4120	4270	4427	4585	4754	
		HR	19.89	20.58	21.30	22.07	22.88	23.68	24.54	25.44	26.35	27.32	
A	28	YR	42,971	44,474	46,082	47,773	49,444	51,240	53,119	55,019	57,044		28
		MO	3581	3706	3840	3981	4120	4270	4427	4585	4754		
		HR	20.58	21.30	22.07	22.88	23.68	24.54	25.44	26.35	27.32		
A	29	YR	44,474	46,082	47,773	49,444	51,240	53,119	55,019	57,044			29
		MO	3706	3840	3981	4120	4270	4427	4585	4754			
		HR	21.30	22.07	22.88	23.68	24.54	25.44	26.35	27.32			
A	30	YR	46,082	47,773	49,444	51,240	53,119	55,019	57,044				30
		MO	3840	3981	4120	4270	4427	4585	4754				
		HR	22.07	22.88	23.68	24.54	25.44	26.35	27.32				

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										

Compensation Grid 8
Commissioner's Plan Supervisory
Series J Ranges 1-29
Effective 7/1/84-6/30/85

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
J	01	YR	15,242	15,639	16,015	16,433	16,892	17,372	17,832	18,374	18,980		01
		MO	1270	1303	1335	1369	1408	1448	1486	1531	1582		
		HR	7.30	7.49	7.67	7.87	8.09	8.32	8.54	8.80	9.09		
J	02	YR	15,639	16,015	16,433	16,892	17,372	17,832	18,374	18,980	19,460		02
		MO	1303	1335	1369	1408	1448	1486	1531	1582	1622		
		HR	7.49	7.67	7.87	8.09	8.32	8.54	8.80	9.09	9.32		
J	03	YR	16,015	16,433	16,892	17,372	17,832	18,374	18,980	19,460	20,066		03
		MO	1335	1369	1408	1448	1486	1531	1582	1622	1672		
		HR	7.67	7.87	8.09	8.32	8.54	8.80	9.09	9.32	9.61		
J	04	YR	16,433	16,892	17,372	17,832	18,374	18,980	19,502	20,066	20,692		04
		MO	1369	1408	1448	1486	1531	1582	1625	1672	1724		
		HR	7.87	8.09	8.32	8.54	8.80	9.09	9.34	9.61	9.91		
J	05	YR	16,892	17,372	17,832	18,374	18,980	19,544	20,107	20,692	21,339		05
		MO	1408	1448	1486	1531	1582	1629	1676	1724	1778		
		HR	8.09	8.32	8.54	8.80	9.09	9.36	9.63	9.91	10.22		
J	06	YR	17,372	17,832	18,374	18,980	19,606	20,191	20,838	21,339	22,008	22,697	06
		MO	1448	1486	1531	1582	1634	1683	1737	1778	1834	1891	
		HR	8.32	8.54	8.80	9.09	9.39	9.67	9.98	10.22	10.54	10.87	
J	07	YR	17,832	18,374	18,980	19,648	20,233	20,922	21,548	22,008	22,697		07
		MO	1486	1531	1582	1637	1686	1743	1796	1834	1891		
		HR	8.54	8.80	9.09	9.41	9.69	10.02	10.32	10.54	10.87		
J	08	YR	18,374	18,980	19,648	20,274	21,005	21,778	22,634	23,427	24,325	25,265	08
		MO	1531	1582	1637	1690	1750	1815	1886	1952	2027	2105	
		HR	8.80	9.09	9.41	9.71	10.06	10.43	10.84	11.22	11.65	12.10	
J	09	YR	18,980	19,648	20,274	21,005	21,778	22,634	23,427	24,325	25,265	26,204	09
		MO	1582	1637	1690	1750	1815	1886	1952	2027	2105	2184	
		HR	9.09	9.41	9.71	10.06	10.43	10.84	11.22	11.65	12.10	12.55	
J	10	YR	19,648	20,274	21,005	21,778	22,634	23,427	24,325	25,265	26,204	27,144	10
		MO	1637	1690	1750	1815	1886	1952	2027	2105	2184	2262	
		HR	9.41	9.71	10.06	10.43	10.84	11.22	11.65	12.10	12.55	13.00	
J	11	YR	20,274	21,005	21,778	22,634	23,427	24,325	25,265	26,204	27,144	28,209	11
		MO	1690	1750	1815	1886	1952	2027	2105	2184	2262	2351	
		HR	9.71	10.06	10.43	10.84	11.22	11.65	12.10	12.55	13.00	13.51	
J	12	YR	21,005	21,778	22,634	23,427	24,325	25,265	26,204	27,144	28,209	29,274	12
		MO	1750	1815	1886	1952	2027	2105	2184	2262	2351	2439	
		HR	10.06	10.43	10.84	11.22	11.65	12.10	12.55	13.00	13.51	14.02	
J	13	YR	21,778	22,634	23,427	24,325	25,265	26,204	27,144	28,209	29,274	30,380	13
		MO	1815	1886	1952	2027	2105	2184	2262	2351	2439	2532	
		HR	10.43	10.84	11.22	11.65	12.10	12.55	13.00	13.51	14.02	14.55	
J	14	YR	22,634	23,427	24,325	25,265	26,204	27,144	28,209	29,274	30,380	31,529	14
		MO	1886	1952	2027	2105	2184	2262	2351	2439	2532	2627	
		HR	10.84	11.22	11.65	12.10	12.55	13.00	13.51	14.02	14.55	15.10	
J	15	YR	23,427	24,325	25,265	26,204	27,144	28,209	29,274	30,380	31,529	32,740	15
		MO	1952	2027	2105	2184	2262	2351	2439	2532	2627	2728	
		HR	11.22	11.65	12.10	12.55	13.00	13.51	14.02	14.55	15.10	15.68	
J	16	YR	24,325	25,265	26,204	27,144	28,209	29,274	30,380	31,529	32,740	33,972	16
		MO	2027	2105	2184	2262	2351	2439	2532	2627	2728	2831	
		HR	11.65	12.10	12.55	13.00	13.51	14.02	14.55	15.10	15.68	16.27	
J	17	YR	25,265	26,204	27,144	28,209	29,274	30,380	31,529	32,740	33,972	35,245	17
		MO	2105	2184	2262	2351	2439	2532	2627	2728	2831	2937	
		HR	12.10	12.55	13.00	13.51	14.02	14.55	15.10	15.68	16.27	16.88	
J	18	YR	26,204	27,144	28,209	29,274	30,380	31,529	32,740	33,972	35,245	36,561	18
		MO	2184	2262	2351	2439	2532	2627	2728	2831	2937	3047	
		HR	12.55	13.00	13.51	14.02	14.55	15.10	15.68	16.27	16.88	17.51	
J	19	YR	27,144	28,209	29,274	30,380	31,529	32,740	33,972	35,245	36,561	37,939	19
		MO	2262	2351	2439	2532	2627	2728	2831	2937	3047	3162	
		HR	13.00	13.51	14.02	14.55	15.10	15.68	16.27	16.88	17.51	18.17	
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													

Compensation Grid 8
Commissioner's Plan Supervisory (Cont.)
Series J Ranges 1-29
Effective 7/1/84-6/30/85

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
J	20	YR	28,209	29,274	30,380	31,529	32,740	33,972	35,245	36,561	37,939	39,296	20
		MO	2351	2439	2532	2627	2728	2831	2937	3047	3162	3275	
		HR	13.51	14.02	14.55	15.10	15.68	16.27	16.88	17.51	18.17	18.82	
J	21	YR	29,274	30,380	31,529	32,740	33,972	35,245	36,561	37,939	39,296	40,716	21
		MO	2439	2532	2627	2728	2831	2937	3047	3162	3275	3393	
		HR	14.02	14.55	15.10	15.68	16.27	16.88	17.51	18.17	18.82	19.50	
J	22	YR	30,380	31,529	32,740	33,972	35,245	36,561	37,939	39,296	40,716	42,178	22
		MO	2532	2627	2728	2831	2937	3047	3162	3275	3393	3515	
		HR	14.55	15.10	15.68	16.27	16.88	17.51	18.17	18.82	19.50	20.20	
J	23	YR	31,529	32,740	33,972	35,245	36,561	37,939	39,296	40,716	42,178	43,702	23
		MO	2627	2728	2831	2937	3047	3162	3275	3393	3515	3642	
		HR	15.10	15.68	16.27	16.88	17.51	18.17	18.82	19.50	20.20	20.93	
J	24	YR	32,740	33,972	35,245	36,561	37,939	39,296	40,716	42,178	43,702	45,268	24
		MO	2728	2831	2937	3047	3162	3275	3393	3515	3642	3772	
		HR	15.68	16.27	16.88	17.51	18.17	18.82	19.50	20.20	20.93	21.68	
J	25	YR	33,972	35,245	36,561	37,939	39,296	40,716	42,178	43,702	45,268	46,917	25
		MO	2831	2937	3047	3162	3275	3393	3515	3642	3772	3910	
		HR	16.27	16.88	17.51	18.17	18.82	19.50	20.20	20.93	21.68	22.47	
J	26	YR	35,245	36,561	37,939	39,296	40,716	42,178	43,702	45,268	46,917	48,588	26
		MO	2937	3047	3162	3275	3393	3515	3642	3772	3910	4049	
		HR	16.88	17.51	18.17	18.82	19.50	20.20	20.93	21.68	22.47	23.27	
J	27	YR	36,561	37,939	39,296	40,716	42,178	43,702	45,268	46,917	48,588	50,342	27
		MO	3047	3162	3275	3393	3515	3642	3772	3910	4049	4195	
		HR	17.51	18.17	18.82	19.50	20.20	20.93	21.68	22.47	23.27	24.11	
J	28	YR	37,939	39,296	40,716	42,178	43,702	45,268	46,917	48,588	50,342	52,158	28
		MO	3162	3275	3393	3515	3642	3772	3910	4049	4195	4347	
		HR	18.17	18.82	19.50	20.20	20.93	21.68	22.47	23.27	24.11	24.98	
J	29	YR	39,296	40,716	42,178	43,702	45,268	46,917	48,588	50,342	52,158		29
		MO	3275	3393	3515	3642	3772	3910	4049	4195	4347		
		HR	18.82	19.50	20.20	20.93	21.68	22.47	23.27	24.11	24.98		

Step		01	02	03	04	05	06	07	08	09	10
Comp Code		A	B	C	D	E	F	G	H	I	J

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

APPENDIX H - EQUITY ADJUSTMENTS

Listed below are equity adjustments for classes unique to the Commissioner's Plan.

<u>Class Title</u>	<u>6/30/83 Compensation Code</u>	<u>7/1/83 Series</u>	<u>7/1/83 Compensation Code</u>	<u>7/1/84 Compensation Code</u>
Administrative Secretary Supervisor	3H	J	3H	5H
Director of Nurses - Gillette	20I	J	20I	21I
Employee Development Supervisor	17I	J	17I	18I
Examination Monitor 1	51H	L	50A	50A
Examination Monitor 2	4C	L	63A	63A
Examination Monitor 3	-	L	65A	65A
Personnel Aide	57I	C	59I	61I
Personnel Aide, Senior	59I	C	61I	63I
Personnel Aide, Senior Supervisor	4I	J	5I	7I
Personnel Officer*	4G	A	4I	4I
Personnel Officer Supervisor*	9G	J	9H	9H
Personnel Payroll Technician	54I	C	56I	59I
Personnel Payroll Technician, Principal	57I	C	59I	61I
Personnel Specialist*	4G	A	4I	4I
Staff Program Assistant	1J	A	2J	2J
Staff Program Supervisor	6J	J	8H	8H

*Range extensions only. Employees in these classes receive no individual adjustments.

Employees in non-unique classes (classes covered by both a collective bargaining agreement and the Commissioner's Plan) shall receive the same equity adjustments provided to those classes by the collective bargaining agreements except where the Commissioner's Plan range during the last biennium was higher than the bargaining unit range, in which case the employees will receive equity adjustments as provided below:

- o Employees in the classes of Office Services Supervisor 1 and Executive 2 shall receive no equity adjustments on 7/1/83, but shall receive the 7/1/84 equity adjustment provided by the appropriate collective bargaining agreement.
- o Employees in the class of Executive 1 shall receive the value of a two-range equity adjustment on 7/1/83, and shall receive the 7/1/84 equity adjustment provided by the appropriate collective bargaining agreement.
- o Employees in the class of Office Services Supervisor 2 shall convert from range 9J to 10I effective 7/1/83, with no individual equity adjustments except those required to pay employees at the new range minimum.
- o Employees in the class of Accounting Technician Supervisor shall convert from range 6I to 7H effective 7/1/83, with no individual equity adjustments except those required to pay employees at the new range minimum. Effective 7/1/84, these employees shall receive the same equity adjustment provided by the appropriate collective bargaining agreement.
- o Employees in the class Accounting Technician Supervisor, Senior shall convert from range 8I to 9I effective 7/1/83, and shall receive the value of a one-range equity adjustment.