

MANAGERIAL PLAN

July 1, 1983 through June 30, 1985

Prepared pursuant to Minn. Stat. 43A.18, subdivision 3, by the:

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MANAGERIAL PLAN
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Chapter 1. COVERAGE

The Managerial Plan, authorized by M.S. 43A.18, subdivision 3, establishes the compensation, terms, and conditions of employment for all classified and unclassified employees in positions identified by the Commissioner of Employee Relations as managerial. The benefit provisions of this plan are extended to department heads whose salaries are established in M.S. 15A.081, subdivision 1, and their deputies; to constitutional officers and their deputies whose salaries are established under M.S. 15A.081, subdivision 6, and for whom no plan has been approved under M.S. 43A.18, subdivision 4; to judges of the Workers' Compensation Court of Appeals; and to Tax Court judges.

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 12 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. WORK SCHEDULE

Work Day. The work day for managers shall normally follow the schedule of the work units for which they are responsible. The managerial role, however, necessitates a degree of adaptability as to hours and days worked which is not required on the part of other State employees. Accordingly, specific work schedules for managers shall be recognized as guidelines only, subject to change as dictated by the needs of the service.

Pay Period. Managerial compensation is based upon the expectation that managers normally work at least 80 hours in the pay period. Managers shall be allowed flexibility in arranging their time from day to day in a manner which enables them to perform the responsibilities of their assignments.

Overtime. Because managers have authority to plan the work of their organizations and allocate the time needed for its completion, they are normally not eligible for overtime compensation. If an emergency situation is declared by the Commissioner, the Commissioner shall determine if managers shall be paid for overtime. If compensation is authorized, payment shall be at straight time in either cash or compensatory time at the Appointing Authority's option.

Chapter 3. HOLIDAYS

Eligibility. All managers in payroll status, except those on emergency or temporary appointments, are eligible for paid holidays.

Observed Holidays. The following days shall be observed as paid holidays for eligible managers:

<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

Floating Holidays. A manager shall receive one floating holiday each fiscal year. The scheduling of such a day shall be by mutual agreement between the Appointing Authority and the manager. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

Substitute Holidays. An Appointing Authority may designate, in consultation with the manager, an alternate holiday within the fiscal year for a manager who works on a regularly scheduled holiday.

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

Religious Holidays. When a religious holiday not observed as one of those holidays listed above falls on a manager's regularly scheduled work day, the manager shall be entitled to that day off to observe the religious holiday. Time to observe a religious holiday shall be taken without pay unless the manager uses accumulated vacation leave or, by mutual consent with the Appointing Authority, is able to work an equivalent number of hours at some other time during the fiscal year to compensate for the hours lost. A manager shall notify his/her supervisor of his/her intention to observe a religious holiday in advance of the holiday.

Chapter 4. VACATION LEAVE

Eligibility. All managers in payroll status, except those on emergency or temporary appointments, are eligible for paid vacation leave as provided in this Chapter.

Accruals and Accumulation. A full-time manager shall accrue vacation leave each pay period according to the rates provided below. A manager being paid for less than a full 80 hour pay period shall have his/her vacation accrual prorated in accord with the schedule provided in Appendix B. Vacation leave may be accumulated to any amount provided that once each year, on the date ending a pay period specified by the Appointing Authority, each manager's accumulation must be reduced to 275 hours or less. If the Appointing Authority has not specified a date, it shall be the last day of the first pay period in January. In emergency situations, the Commissioner may temporarily suspend the maximum number of hours which may be accumulated. As used below, "Length of Service" does not include time on suspension or unpaid non-medical leaves which exceed one full pay period in duration.

<u>Length of Service</u>	<u>Hours Per Pay Period</u>
0 through 5 years	6 hours
After 5 through 8 years	7 hours
After 8 through 10 years	7.5 hours
After 10 through 20 years	8 hours
After 20 through 25 years	8.5 hours
After 25 years	9 hours

Upon initial entry to the State service in a managerial position, an eligible manager shall be credited with 80 hours (10 days) of vacation leave. Such credit shall be reduced proportionately as vacation leave is accumulated.

An eligible manager 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 vacation leave, to a maximum of 275 hours, and length of service transferred. This provision shall also apply to employees who move to Managerial Plan positions from managerial or non-managerial positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches.

An eligible manager who is reappointed to State service within four years from the date of separation in good standing shall accrue vacation leave according to the length of service the manager had attained at the time of separation. This provision shall also apply to employees reappointed to the State service in Managerial 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.

Vacation Leave Upon Separation. A manager separated from State service shall be compensated in cash, at the manager's current rate of pay, for all vacation leave credited at the time of separation to a maximum of 275 hours.

Chapter 5. SICK LEAVE

Eligibility. All managers in payroll status, except those on emergency or temporary appointments, are eligible for paid sick leave as provided in this Chapter.

Accruals and Accumulations. A full-time manager shall accrue sick leave at the base rate of four hours per pay period until 900 hours have been accumulated. A manager 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, a manager 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 manager in a sick leave bank. A manager 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.

Upon initial entry to the State service in a managerial position, an eligible manager shall be credited with 80 hours (10 days) of sick leave. Such credit shall be reduced proportionately as sick leave is accumulated.

An eligible manager 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 Managerial Plan positions from managerial or non-managerial 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 manager 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 manager 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 Managerial 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.

Usage. Whenever practicable, a manager shall submit a written request for sick leave in advance of the period of absence. When advance notice is not possible, the manager shall notify his/her supervisor at the earliest opportunity. A manager shall be granted paid sick leave to the extent of his/her accumulation for the following:

- illness or disability;
- medical, chiropractic, or dental care for the manager;
- exposure to contagious disease which endangers the health of other persons;
- inability to work because of the manager's pregnancy or child birth;

- birth or adoption of the manager's child, not to exceed three days;
- to arrange for necessary nursing care for members of the family, not to exceed three days;
- to attend the funeral of a close relative, stepchild, or ward for a reasonable period of time, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased; or
- for the illness or disability of family members of the same household or other dependents for such reasonable periods as the manager's attendance may be necessary.

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

A manager 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 manager is not able to work or has been exposed to a contagious disease which endangers the health of other persons.

Chapter 6. OTHER LEAVES OF ABSENCE

Application for Leave. A manager 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 manager's normal work schedule and shall be granted as follows:

- Court appearance leave for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the manager's State job. The manager 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 manager 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, or leave of absence without pay unless, by mutual consent with the Appointing Authority, the manager is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.
- Jury duty leave for time to serve on a jury provided that when not impaneled for actual service, but only on call for service, the manager shall report to work.
- 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 authority to active service or to attend a training program. This leave shall be limited to 15 working days per calendar year unless the manager is required by the appropriate authority to remain in active service or training for a longer period.
- Voting time leave in accord with M.S. 204C.04 for managers 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 morning of the election day.
- 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.
- 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 a manager's request as follows:

- Disability leave for a cumulative period of one year per illness or injury, unless extended by the Appointing Authority, when a manager 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.

- 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.
- 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 manager may be required to serve pursuant to law. If such leave results from an order to active service by the appropriate authority, the manager shall continue to accrue vacation leave, to a maximum of 275 hours, during the period of active service.
- 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 manager is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the manager is a convention delegate or alternate, provided that the leave is requested ten days prior to the leave start date.
- Public office leave in accord with M.S. 43A.32, subdivision 2, for a manager 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 manager's regular State employment; or
 - upon filing as a candidate for any elected public office or any time during the course of the manager's candidacy, at the manager's request or at the Commissioner's directive, if the Commissioner determines that the candidacy conflicts with the manager's regular State employment.
- 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 a manager's request at the discretion of the Appointing Authority as follows:

- 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 a manager on temporary leave. A manager 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 manager's return from leave.
- Personal leave for any reason for a period of up to one year subject to annual renewal at the Appointing Authority's discretion.
- Unclassified service leave in accord with M.S. 43A.07, subdivision 5, to allow a manager in the classified service to accept a position in the unclassified service.

Termination of Leaves. A manager 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 manager. Such notice shall ordinarily be in writing except in case of emergency.

Return From Leave. A manager 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. A manager 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 manager's class is not available, the Appointing Authority may offer the manager a vacant position in a different class of comparable duties and pay for which s/he is qualified. If no vacant position is available and/or offered, the layoff provisions (including displacement rights) of Chapter 9 shall apply. A manager 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, or at a higher rate with the approval of the Commissioner.

Chapter 7. PROBATIONARY PERIOD

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

Required Probationary Period. A manager 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 Managerial Plan Agency layoff list and as provided below.

Optional Probationary Period. With written notice prior to the appointment date, a manager 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, or voluntary demotion to a new class within an agency or between agencies or jurisdictions.

Length of Probationary Period. Probationary periods shall normally be for a period of one year. An Appointing Authority may reduce the length of a manager's required probationary period to not less than nine months, or a manager's optional probationary period to any lesser length, provided the manager has met the training requirements established in the Administrative Procedures and has demonstrated the ability to effectively perform the duties and responsibilities of the position. In such cases, the Appointing Authority shall provide written notice to the manager and the Commissioner of the determination to grant permanent status prior to completion of the one year period.

If a manager has not met the training requirements established in the Administrative Procedures, the Commissioner may, at the request of the Appointing Authority, extend the probationary period for up to one additional year. The extension of a probationary period is not subject to the dispute resolution procedure of Chapter 10. A manager whose probationary period is extended in accord with this paragraph shall be provided with written notice of the length of the extension by the Appointing Authority prior to the end of the one year probationary period initially established.

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

Attainment of Permanent Status. Unless the manager 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 manager shall attain permanent status immediately upon completion of the last assigned work period of the probationary period.

Failure to Attain Permanent Status. A manager 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. A manager, 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 manager 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 displacement rights) of the collective bargaining agreement or plan applicable to the former class and/or agency shall be applied.

Chapter 8. MANAGEMENT DEVELOPMENT

Position Descriptions and Performance Objectives. Every manager shall develop, with assistance from his/her supervisor, a position description and performance goals or objectives that reflect his/her duties and incorporate the expectations of the Appointing Authority. The position description and performance objectives for a probationary manager shall be developed no later than the manager's mid-probationary appraisal. A permanent manager's position description and performance objectives shall be reviewed with the manager at least once a year and, if necessary, rewritten after the manager's annual appraisal or whenever there is a substantial change in duties and at least every three years.

Performance Appraisal. A probationary manager shall participate in a performance counseling review at the mid-point and end of the probationary period. Performance appraisals for permanent managers shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, a manager 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 appraisal process, and had the opportunity to make comment.

Individual Development Planning. As a part of the performance review, the manager and supervisor shall identify any gaps between current levels of performance and those required for satisfactory performance in the job. The manager and supervisor may also explore developmental needs or interests to improve performance to reach higher levels in the current position and/or in higher levels of managerial responsibility within the agency or State service. The manager and supervisor shall complete an Individual Development Plan which identifies agreed upon needs, and establishes priorities for, and methods of, responding 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.

Mandatory Training. Newly appointed managers in the classified service must participate in 80 hours of developmental activities in accord with Administrative Procedure 21.3 in order to attain permanent status in managerial classes.

Continuing Training. All managers are expected to participate in training and development activities on an on-going basis. Within the limits of available time and resources, training and development opportunities shall be made available to the manager. As a first priority, the manager's supervisor and the Appointing Authority shall make a reasonable effort to help the manager address the developmental needs established in the Individual Development Plan by providing 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 and this Chapter.

A manager may also request to attend a specific training activity. If, in the judgment of the Appointing Authority, the requested college course or professional workshop or seminar will better prepare a manager to perform his/her current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may provide released time and/or reimbursement in accord with Administrative Procedure 21C and this Chapter. Managers 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 a manager of full or partial costs of membership dues and conference fees paid to a professional organization related to the manager'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 manager interests, or restrict membership on the basis of sex, race, or religion. The manager may attend meetings and seminars of the 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 manager 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 a manager's individual subscriptions to magazines or other professional publications provided that the publications meet organizational needs.

Mobility Assignments. A manager is eligible to participate in temporary job change designed to broaden his/her work experience and expand his/her perspectives. A mobility assignment may involve moves between State agencies, between the State and other governmental jurisdictions, or between the State and private organizations. These temporary assignments give the manager an opportunity to use, develop, and expand his/her knowledge, skills, and abilities in a different work environment. Assignments are usually full-time for a specified duration. Generally, each individual manager is responsible for locating his/her own mobility assignment and for securing Appointing Authority approval for the assignment. However, these assignments may be initiated by the manager or by either employer and they require the approval of all three parties. Mobility assignments between the State and other employers are governed by M.S. 15.51 to 15.59.

Developmental Leave. A manager is eligible for a developmental leave to secure additional education, training, or experience which will better prepare him/her to carry out his/her management responsibilities. A developmental leave may be granted for any period up to two years at no pay, partial pay, or full pay. Granting of a developmental leave is at the discretion of the Appointing Authority. A partially or fully paid leave must be approved in advance by the Commissioner. The manager shall be eligible to retain State-paid insurance benefits for which s/he is otherwise eligible while on developmental leave. A developmental leave may be granted if the following criteria are met:

- The manager has at least three years of State service;
- The manager has submitted to the Appointing Authority a plan for the developmental leave showing how it will serve the purpose described above;
- The organizational function and goals can be carried out without the individual;
- Funds are available for this purpose; and
- The manager agrees to return to State employment following completion of a paid developmental leave for the amount of time specified by the Appointing Authority at the time the leave was approved.

Chapter 9. SENIORITY, LAYOFF, RECALL, TERMINATION OF UNCLASSIFIED APPOINTMENT, AND REEMPLOYMENT

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

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

- all time since the last date of appointment to unlimited status in the class through appointment from an eligible list, appointment in accord with M.S. 43A.15, subdivisions 4, 5, 6, 7, 8, 11, or 12, or reinstatement;
- for managers 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;
- all time served in unlimited appointments in higher or comparably paid managerial positions determined by the Commissioner to be related to the current class provided that the manager has not had a break in employment; and
- all time during which a manager is in layoff status or is on an approved leave of absence provided that the manager returns to State service upon recall or expiration of an approved leave.

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

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

If faced with the need to lay off managers, an Appointing Authority shall:

Step 1: Determine which position is to be eliminated.

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

Authority shall terminate any provisional manager working in an unlimited position covered by this Plan in the class, agency, and employment condition within 35 miles of the position which is being eliminated and shall reassign the manager whose position is being eliminated to the resultant vacancy before effecting a layoff.

Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, 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 offer the opportunity to discuss options available to the manager in lieu of layoff.

Options to Managers Notified of Layoff. A manager notified of layoff shall have the following options provided that in all instances of displacement, the manager must accept a vacancy in the same class, geographic limit, and employment condition before displacing another manager and must have greater seniority than the manager who is to be displaced. The manager may:

Option 1: Accept the layoff.

Option 2: Unless determined by the Commissioner to be not qualified for the affected position, choose to displace the least senior manager within 35 miles who is in the same agency 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 manager previously served in order of previous service.

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

Option 4: Displace the least senior manager in the same agency and employment condition and in the same class or any comparable or lower class in which the manager previously served in order of previous service (i.e., with no geographic limits) unless determined 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 displacement 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 manager notified of layoff shall displace the least senior manager in the class, agency, and employment condition whose layoff or demotion would not increase or result in a disparity.

Managerial Plan Layoff List. Managers who have been laid off or who have accepted demotions in lieu of layoff shall have their names placed in order of seniority on the Managerial Plan Agency layoff list for the class, agency, and location from which they were laid off. Such managers may indicate in writing other locations for which they are available and may change their

availabilities by notifying the Department in writing. Names shall remain on the Managerial Plan Agency layoff list for one year or for a period of time equal to the manager's length of continuous State employment to a maximum of five years unless removed under the provisions of this Chapter.

Recall. Managers shall be recalled to positions in the class and agency from which they were laid off in the order in which their names appear on the Managerial Plan Agency layoff list unless the manager is determined by the Commissioner to be not qualified for the position. In the absence of a Managerial Plan Agency layoff list, the Appointing Authority shall give first appointment consideration to managers on layoff whose names appear on the reemployment list for the class.

Removal from Layoff List. The names of managers shall be removed from the Managerial Plan Agency layoff list for any of the following reasons:

- Failure to accept recall from the layoff list to a position which matches the availabilities specified by the manager.
- Unlimited appointment to a classified position in a class comparable to or higher than the one from which the manager was laid off or demoted.
- Expiration of the term of eligibility specified above.
- Termination from State service.

Termination of Unclassified Appointment. A manager appointed to an unclassified position 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.

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.

A manager who has been laid off or who has accepted a demotion 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 manager 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 10. DISCIPLINARY ACTION AND RESOLUTION OF DISPUTES

Application. This chapter is limited to disputes concerning interpretation and application of the Managerial 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 manager, an Appointing Authority shall make reasonable effort to discuss with the manager any performance problem which may lead to disciplinary action and to assist the manager in eliminating problem areas before disciplinary action becomes necessary. In the case of a permanent manager, disciplinary action may be taken only for just cause. For all managers, disciplinary action should be taken only for reasons which are communicated clearly to the manager. 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 Managerial Plan, excluding disciplinary action.	Not applicable.	Appealable through Step 3 of the Dispute Resolution Procedure below.
Oral reprimand.	Not applicable.	None.
Written reprimand.	Specify reasons for action and changes expected.	Appealable through Step 2 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 a manager with permanent status in another class, notice shall indicate the manager's right to return to the former class and/or agency.	Appealable through Step 2 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 2 of the Dispute Resolution Procedure below.

Termination, suspension, reduction in pay, or demotion of an unclassified manager.

Oral or written notice, no later than the effective date of the action.

Appealable through Step 2 of the Dispute Resolution Procedure below.

Discharge, suspension, reduction in pay, or demotion of a permanent classified manager.

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

Appealable through the Hearing Procedure contained in M.S. 43A.33, subdivisions 3(a) and 4.

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

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

Step 1: Within 14 calendar days after the manager should have had knowledge of the event, the manager 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 manager. If the dispute has not been resolved satisfactorily, the manager may appeal in writing, within 10 calendar days after the date of the supervisor's response, to the Appointing Authority or his/her designee.

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

Step 3: The manager 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 manager 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 manager 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 11. GROUP INSURANCE

Eligibility for State-Paid Group Insurance. Managers are eligible to receive the benefits provided under this Chapter if they work at least: 1) 40 hours weekly for a period of nine months or more in any 12 consecutive months; or 2) 30 hours weekly for a 12 consecutive month period. Managers holding part-time, unlimited appointments who work 50% but less than 75% of the time for a period of nine months or more in any 12 consecutive months 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.

Benefits provided under this Chapter shall continue as long as a manager 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 a manager on a State payroll for one work day per pay period during an unpaid leave of absence for the purpose of continuing State-paid insurance.

All managers who have been laid off under the provisions of Chapter 9 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 manager 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 managers 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. A manager must be actively at work on the effective date of coverage except that a manager 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 manager'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 managers 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 manager 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 manager 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 manager 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 manager 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 managers or dependents are confined to a participating hospital. Managers 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 manager or dependent is confined to a licensed hospice or a licensed birthing center.

Dental Insurance. An eligible manager 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 manager 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 life insurance coverage for an eligible manager 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 Service regulations. A manager may decline coverage in excess of \$50,000 by filing a waiver in accord with Department of Finance procedures.

A manager 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 manager 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 managers, there shall be an open enrollment period for 30 calendar days immediately preceding the date of retirement.

An eligible manager 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 eligible manager may purchase the following optional insurance:

- Up to \$200,000 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 manager for the spouse shall also be available for purchase by the manager.
- Short-term salary continuance insurance of \$140-\$1,100 per month, up to two-thirds of a manager'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 manager'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 manager's spouse but not in excess of the amount carried by the manager.

Workers' Compensation. When a manager 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.

Chapter 12. 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. 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 F, 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 H.

Salary Rates and Limits. The salary rate for each manager shall be set by the Appointing Authority within the limits of the salary range to which the manager's class is assigned, subject to the limitations of 2 MCAR 2.311B and this Chapter. A manager's salary rate may not exceed the range maximum except as provided in this Chapter or by law. On July 1 of each year, the salary rate for a deputy department head may be set by the Appointing Authority at his/her discretion within the limits of the salary range to which the deputy's position is assigned. 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 managers 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.

Performance-Based Salary Increases. Each manager, except a deputy department head, may advance through his/her salary range on July 1 of each year as provided by performance-based salary increases granted by the Appointing Authority. The only non-discretionary increases shall be those which are necessary to adjust individual salaries to the new salary range minimums when the ranges are increased.

A performance increase shall be based upon a manager's performance appraisal rating 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 manager's salary rate until the manager's current salary is at or beyond the new midpoint of the salary range. For a manager whose current 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. Managers 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 manager plus any lump sums may not exceed the upper limit of compensation as provided in this Chapter.

A manager who is not granted a performance increase in July because s/he has insufficient service to be properly evaluated may be granted an increase at the beginning of the first full pay period in the following January. The increase shall be based on the manager's performance appraisal as provided above.

A manager whose performance increase is withheld in July, based on his/her performance appraisal, may be granted an increase at the beginning of the first full pay period in the following January. The increase shall be based on a review of the manager's performance and may not exceed 8% in 1984, or 9% in 1985.

Salary on Promotion. Upon promotion, a manager shall normally receive a salary increase. An increase shall not exceed 12% without advance approval from the Commissioner unless a larger increase is necessary to pay the manager at the minimum of the new range. No promotional increase shall be granted which would place a manager's rate of pay above the salary range maximum.

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

Salary on Demotion. Upon demotion, a manager's current rate of pay shall remain the same if the rate falls within the new salary range unless the manager 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 manager 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. If a manager 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 manager shall receive a salary increase for the assignment in accord with the provisions of "Salary on Promotion" above. A manager working out of class in a comparable or lower class shall receive no salary adjustment.

Severance Pay. A manager 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 after 10 years of continuous State employment in managerial positions; or
- separation after 5 years of continuous State employment as a manager in the unclassified service.

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

A manager 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 manager 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 manager's estate.

An eligible manager 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 13. EXPENSE REIMBURSEMENT

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

Privately-Owned Vehicles and Aircraft. A manager 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>
● Use of personal automobile when a State-owned vehicle is not available.	\$.27
● Use of personal automobile when a State-owned vehicle is available and declined by the manager.	\$.21
● 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
● Use of personal aircraft provided that the manager can demonstrate adequate liability coverage under the requirements of M.S. 360.59, subdivision 10.	\$.43
● Use of personal motorcycle or similar two-wheel motorized vehicle.	\$.13

Other Travel Expenses. Upon approval of the Appointing Authority, managers 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 manager the amount of the anticipated expenses upon the manager's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the manager shall return the excess within two weeks of return from travel.

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

- Commercial transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class (unless authorized by an Appointing Authority 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 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 \$6.00 for breakfast provided that the manager leaves home before 6:00 a.m. or is away from home overnight; \$7.00 for lunch provided that the manager 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 \$12.00 for dinner provided that the manager cannot return home until after 7:00 p.m. or is away from home overnight. Managers 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 managers 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 manager 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 manager 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 a manager is in continued travel status.
- Reasonable baggage handling costs.
- Parking fees and toll charges.

Chapter 14. RELOCATION EXPENSES

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

- the Appointing Authority requires a change of residence as a condition of employment; or
- a move is incurred as the result of reassignment to a new position at least 35 miles from the manager's present work location; or
- a move is incurred as the result of reassignment, transfer, or demotion to a new position at least 35 miles from the manager's present work location necessitated by application of the layoff provisions of Chapter 9.

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

An Appointing Authority may reimburse a manager 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 manager'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 manager 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:

- For a 90 day period, travel expenses as provided in Chapter 13 for the:
 - manager to return to the original work location once each week.
 - manager's spouse to travel between the two locations twice during the period, including mileage, meals, and lodging, not to exceed a total of seven calendar days.
 - manager's family to travel to the new work location at the time the move is made, including meals, mileage and lodging.
- Realtor's fees on the home being sold by the manager or fees required in order to break a lease on the manager's rented domicile.
- 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 manager's household goods.
- Documented miscellaneous expenses directly related to the move.
- The cost of moving a house trailer if the trailer is the manager's domicile.

Neither the State of Minnesota nor any of its agencies shall be responsible for the loss or damage to any manager's household goods or personal effects.

Chapter 15. HOUSING

Rental Rates. An Appointing Authority shall not require a manager to pay rent when occupying a State-owned residence as a condition of employment. A manager 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 a manager to vacate a State-owned residence, the manager shall be given at least 60 calendar days in which to find alternate housing.

Utilities and Repairs. The manager shall pay for utilities unless the Appointing Authority requires a manager 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 manager 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 manager. The manager shall not alter any plumbing, wiring, or any roof, wall, or partition without express written approval from the Appointing Authority working within guidelines of the Department of Administration's Real Estate Management Division. The manager may be held responsible for damage or alteration beyond ordinary wear.

Chapter 16. WORKERS' COMPENSATION; INJURED-ON-DUTY PAY

Hazardous Occupation Injuries. A manager 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.

In order to be eligible for such pay, a manager 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 manager 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 manager's regular hourly rate of pay per disabling injury, and shall not affect the manager's regular accrued vacation, sick leave, or overtime credits.

Other Job-Related Injuries. A manager 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 for vacation or sick leave accruals. A manager 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:

- The manager 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 manager (M.S. 176.021, subdivision 5); or
- The manager retains the workers' compensation benefit check and takes an unpaid workers' compensation leave during the time s/he is unable to work.
- A manager shall return from workers' compensation leave as provided in Chapter 6 upon appropriate release from workers' compensation status provided the manager is able to perform the work satisfactorily and safely as determined by competent medical authority.

An eligible manager 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. A manager on unpaid workers' compensation leave 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 a manager from a position in one class to a position in another class where the second class is assigned to a lower salary range and where the classes 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. "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.
11. "Full-time Employee" means an employee who is normally scheduled to work an average of 80 hours per pay period.
12. "Initial Entry" means an individual's first appointment to State service.
13. "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.

14. "MCAR" means the Minnesota Code of Agency Rules.
15. "M.S." means the Minnesota Statutes.
16. "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.
17. "Payroll Status" means that an employee is receiving payment for hours worked or for hours on an approved paid leave.
18. "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.
19. "Permanent Status" means the state or condition achieved by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement or reemployment, or whose probationary period is waived through specific statutory direction.
20. "Promotion" means the upward movement of a manager from a position in one class to a position in another class where the second class is assigned to a higher salary range and where the classes are not transferable.
21. "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.
22. "Reallocation" means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position.
23. "Reassignment" means the management-directed movement of an employee between two positions in the same class and agency.
24. "Reclassification" means changing the assignment of a position to a higher, lower, or comparable class.
25. "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.
26. "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.
27. "Related Classes" means those classes which are similar in nature and character of work performed and which require similar qualifications.
28. "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.

29. "Transfer" means the lateral movement of a manager 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 type of transfer 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.

30. "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

<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>After 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	1.75	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	1.75
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.

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.

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
-----------------------	---------------

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.
-------------	--

MENTAL HEALTH INPATIENT	100% coverage up to 30 days a calendar year.
----------------------------	--

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.
-----------------------	---

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 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 (except to obtain employment or insurance), well baby care, immunizations, and allergy testing, treatment and shots.

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

100% coverage

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

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

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

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

Discount for glasses at HMOM participating prescription centers.

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

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

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

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

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

100% out-patient coverage.

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

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

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

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

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

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 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.

No restrictions.

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

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

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 "Kidscene" 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 Pennock 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 Nicolls 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 E. St. Paul Road, Maplewood, MN 55109

AFFILIATE OFFICE

SCENIC HILLS CLINIC
261 E. 8th 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

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

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

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

(Insurance Plans)

APPENDIX E - MANAGERIAL PLAN SALARY RANGE REASSIGNMENTS

<u>Class</u>	<u>Former Range Number</u>	<u>New Range Number</u>
Aeronautics Operations Director	15	16
Application Development Assistant Director	19	20
Application Services Assistant Director	18	19
Application Services Director	21	22
Assistant Commissioner Public Welfare - Income Maintenance	23	25
Assistant Commissioner Public Welfare - Mental Health	23	25
Assistant Commissioner Public Welfare - Social Services	23	25
Assistant Commissioner Public Welfare - Support Services	23	25
Assistant Crime Bureau Superintendent	17	18
Assistant Director/Finance Officer - MSRS	00L	15
Assistant Director Public Service	19	20
Assistant Executive Director - TRA	00L	18
Assistant Executive Secretary - Investment Board	00L	23
Assistant to Executive Director - Investment Board	00L	11
Deputy Commissioner Administration	00L	24
Deputy Commissioner Agriculture	00L	24
Deputy Commissioner Commerce	23	24
Deputy Commissioner Corrections	00L	24
Deputy Commissioner Economic Security	00L	24
Deputy Commissioner Employee Relations	00L	24
Deputy Commissioner Energy & Economic Development	00L	24
Deputy Commissioner Finance	00L	26
Deputy Commissioner Health	00L	24
Deputy Commissioner Human Rights	00L	20
Deputy Commissioner Labor & Industry	00L	24
Deputy Commissioner Natural Resources	00L	24
Deputy Commissioner Public Safety	00L	24
Deputy Commissioner Public Welfare	00L	26
Deputy Commissioner Revenue	00L	24
Deputy Commissioner Transportation	00L	26
Deputy Commissioner Veterans Affairs	00L	20
Deputy Director Housing Finance Agency	00L	24
Deputy Executive Director Pollution Control Agency	00L	24
Deputy Ombudsman for Corrections	00L	13
Director of Admin. Computer Center	17	19
Economic Security Financial Services Director	15	17
EDP Applications Manager	17	18
Employee Assistance Program Director	11	12
Employment Services Info. Systems Director	20	21
Equity Investment Manager	00L	23
Executive Director Council for the Handicapped	14	15
Executive Director Higher Education Facilities Authority	18	19

APPENDIX E (cont.)

<u>Class</u>	<u>Former Range Number</u>	<u>New Range Number</u>
Executive Director Indian Affairs Board	00L	15
Executive Secretary Water Resources Board	10	14
Facilities Management Assistant Director	18	19
Facilities Management Director	21	22
Legal Counsel Labor & Industry	16	18
Long Term Debt Manager	00L	23
Medical Director	27	26
Medical Director - Public Welfare	27	26
Multi-Institution Chief Executive Officer	23	24
Ombudsman for Corrections	00L	15
Pollution Control Assistant Division Director	18	19
Pollution Control Program Administrator	16	17
Portfolio Manager, Senior	00L	20
Public Health Physician 3	27	26
Public Utility Regulation Unit Manager	19	20
Rehabilitation Operations Director	18	20
Revenue Legal Research Program Director	18	19
Short Term Debt Manager	00L	23
State Register Director	13	15
State Telecommunications Manager	19	20
Tourism Marketing Manager	14	13

APPENDIX F
MANAGERIAL PLAN SALARY RANGE ASSIGNMENTS

APPENDIX F - MANAGERIAL PLAN SALARY RANGE ASSIGNMENTS

MANAGEMENT PLAN EFFECTIVE 7-1-83

CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001923	ACCOUNTING MANAGER	M	13	13	13.42	18.01	28,021	37,605
008879	ADMINISTRATIVE AIDE	M	09	09	11.58	15.57	24,179	32,510
008880	ADMINISTRATIVE ASSISTANT	M	11	11	12.44	16.76	25,975	34,995
008881	ADMIN ASST PRINCIPAL	M	13	13	13.42	18.01	28,021	37,605
002409	ADMINISTRATIVE ASST (ADMIN)	M	17	17	15.57	20.75	32,510	43,326
008358	ADMIN ASST TO THE COMM OF INS	M	14	14	13.92	18.66	29,065	38,962
000010	ADMINISTRATIVE MGT DIRECTOR 1	M	13	13	13.42	18.01	28,021	37,605
001346	ADMINISTRATIVE MGT DIRECTOR 2	M	15	15	14.45	19.33	30,172	40,361
001841	ADMINISTRATIVE OFFICER	M	11	11	12.44	16.76	25,975	34,995
002445	ADMIN SYSTEMS DIR (PUB SAFETY)	M	17	17	15.57	20.75	32,510	43,326
001015	AERONAUTICS OPERATIONS DIRECTOR	M	15	16	15.00	20.03	31,320	41,823
000013	AGRIC LAB DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001569	AGRIC PLANNING & DEVEL DIR	M	15	15	14.45	19.33	30,172	40,361
000017	AGRONOMY SERVICES DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001633	ANALYTICAL SVCS SECTION CHIEF	M	18	18	16.15	21.50	33,721	44,892
001828	APPEALS EXAMINER CHIEF	M	17	17	15.57	20.75	32,510	43,326
001987	APPLICATION DEVEL ASST DIRECTOR	M	19	20	17.39	23.07	36,310	48,170
001953	APPLICATION SVCS ASST DIRECTOR	M	18	19	16.76	22.27	34,995	46,500
001954	APPLICATION SVCS DIRECTOR	M	21	22	18.66	24.69	38,962	51,553
002062	ASST ADMIN ST SVCS FOR BLIND	M	15	15	14.45	19.33	30,172	40,361
008200	ASST CHIEF HEARINGS EXAMINER	M	21	21	18.01	23.90	37,605	49,903
002051	ASST CHIEF LABOR NEGOTIATOR	M	19	19	16.76	22.27	34,995	46,500
000042	ASST COMM ADMINISTRATION	M	23	23	19.33	25.49	40,361	53,223
008313	ASST COMM ADMINISTRATION	M	23	23	19.33	25.49	40,361	53,223
008303	ASST COMM AGRICULTURE	M	19	19	16.76	22.27	34,995	46,500
001575	ASST COMM AGRICULTURE	M	19	19	16.76	22.27	34,995	46,500
008371	ASST COMM BANKS	M	19	19	16.76	22.27	34,995	46,500
008372	ASST COMM COMMUNITY SERVICES	M	23	23	19.33	25.49	40,361	53,223

MANAGEMENT PLAN EFFECTIVE 7-1-83

CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008317	ASST COMMR CORR COMM SVCS	M	23	23	19.33	25.49	40,361	53,223
008318	ASST COMMR CORR JUVENILE SVCS	M	15	15	14.45	19.33	30,172	40,361
008316	ASST COMMR CORR POLICY & PLNG	M	23	23	19.33	25.49	40,361	53,223
008853	ASST COMMR ECON SEC-ADMIN	M	23	23	19.33	25.49	40,361	53,223
008850	ASST COMMR ECON SEC-EMPL & TRNG	M	23	23	19.33	25.49	40,361	53,223
008365	ASST COMMR ECON SEC-TRNG & COMM	M	23	23	19.33	25.49	40,361	53,223
008851	ASST COMMR ECON SEC-UNEMPL COMP	M	23	23	19.33	25.49	40,361	53,223
008852	ASST COMMR ECON SEC-VOC REHAB	M	23	23	19.33	25.49	40,361	53,223
008328	ASST COMMR EDUC INSTRUCTION	M	23	23	19.33	25.49	40,361	53,223
001488	ASST COMMR EDUC SCHOOL MGT SVCS	M	23	23	19.33	25.49	40,361	53,223
000936	ASST COMMR EDUC SPECIAL SVCS	M	23	23	19.33	25.49	40,361	53,223
008329	ASST COMMR EDUC VOC TECH	M	23	23	19.33	25.49	40,361	53,223
008322	ASST COMMR EMPLOYEE RELATIONS	M	22	22	18.66	24.69	38,962	51,553
008366	ASST COMMR ENERGY PLNG & DEV	M	23	23	19.33	25.49	40,361	53,223
008333	ASST COMMR FINANCE	M	23	23	19.33	25.49	40,361	53,223
002021	ASST COMMR FINANCE BUDGET SVCS	M	23	23	19.33	25.49	40,361	53,223
008332	ASST COMMR FINANCE FIN OPNS	M	23	23	19.33	25.49	40,361	53,223
008360	ASST COMMR HEALTH ADMIN	M	23	23	19.33	25.49	40,361	53,223
001369	ASST COMMR HEALTH PROGRAMS	M	23	23	19.33	25.49	40,361	53,223
008356	ASST COMMR HEALTH RESOURCES	M	23	23	19.33	25.49	40,361	53,223
008847	ASST COMMR HUMAN RTS-ENFORC DIV	M	13	13	13.42	18.01	28,021	37,605
000054	ASST COMMR INSURANCE	M	17	17	15.57	20.75	32,510	43,326
008370	ASST COMMR INSURANCE	M	17	17	15.57	20.75	32,510	43,326
008841	ASST COMMR LABOR & INDUSTRY	M	19	19	16.76	22.27	34,995	46,500
008301	ASST COMMR NAT RES ADMIN	M	23	23	19.33	25.49	40,361	53,223
008302	ASST COMMR NAT RES PLANNING	M	19	19	16.76	22.27	34,995	46,500
008348	ASST COMMR NAT RES PLAN & RES	M	23	23	19.33	25.49	40,361	53,223

MANAGEMENT PLAN EFFECTIVE 7-1-83.

CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008865	ASST COMMR NAT RES REGULATION	M	19	19	16.76	22.27	34,995	46,500
008330	ASST COMMR PUB SAF LICENSING	M	23	23	19.33	25.49	40,361	53,223
008345	ASST COMMR PUB SAF MGT SVCS	M	23	23	19.33	25.49	40,361	53,223
008331	ASST COMMR PUB SAF SAF INV&L E	M	23	23	19.33	25.49	40,361	53,223
008323	ASST COMMR PUB WEL INCOME MTCE	M	23	25	20.75	27.09	43,326	56,564
008324	ASST COMMR PUB WEL MEN-HLTH	M	23	25	20.75	27.09	43,326	56,564
008325	ASST COMMR PUB WEL SOC SVCS	M	23	25	20.75	27.09	43,326	56,564
008351	ASST COMMR PUB WEL SUPPORT SVCS	M	23	25	20.75	27.09	43,326	56,564
008834	ASST COMMR REVENUE	M	23	23	19.33	25.49	40,361	53,223
008353	ASST COMMR REVENUE (ADMIN)	M	24	24	20.03	26.29	41,823	54,894
008404	ASST COMMR TOURISM (EPD)	M	17	17	15.57	20.75	32,510	43,326
008339	ASST COMMR TRANS ADMINISTRATION	M	23	23	19.33	25.49	40,361	53,223
008341	ASST COMMR TRANS AERONAUTICS	M	22	22	18.66	24.69	38,962	51,553
008337	ASST COMMR TRANS FIELD OPNS	M	25	25	20.75	27.09	43,326	56,564
008342	ASST COMMR TRANS GOV & COMM REL	M	20	20	17.39	23.07	36,310	48,170
008359	ASST COMMR TRANS PLANNING	M	23	23	19.33	25.49	40,361	53,223
008340	ASST COMMR TRANS PUBLIC TRANS	M	22	22	18.66	24.69	38,962	51,553
008338	ASST COMMR TRANS TECH SUP SVCS	M	24	24	20.03	26.29	41,823	54,894
000060	ASST CRIME BUREAU SUPT	M	17	18	16.15	21.50	33,721	44,892
001454	ASST DIR COUNC FOR HANDICAPPED	M	13	13	13.42	18.01	28,021	37,605
008349	ASST DIRECTOR CCPB (ADMIN)	M	17	17	15.57	20.75	32,510	43,326
008309	ASST DIR/FINANCE OFFICER-MSRS	M	00	15	14.45	19.33	30,172	40,361
001690	ASST DIRECTOR INDIAN AFFAIRS	M	11	11	12.44	16.76	25,975	34,995
008867	ASST DIRECTOR PUBLIC SERVICE	M	19	20	17.39	23.07	36,310	48,170
008375	ASST DIR SPA/ENVIRONMENTAL	M	23	23	19.33	25.49	40,361	53,223
008374	ASST DIR SPA/HUMAN SERVICES	M	23	23	19.33	25.49	40,361	53,223
008373	ASST DIR SPA/INTERGOVERNMENTAL	M	23	23	19.33	25.49	40,361	53,223
001652	ASST DIR STATE ARTS BOARD	M	13	13	13.42	18.01	28,021	37,605

MANAGEMENT PLAN EFFECTIVE 7-1-83

CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001916	ASST DIR ST RETIREMENT SYSTEM	M	15	15	14.45	19.33	30,172	40,361
002338	ASST DIVISION DIR FOR HIGHWAYS	M	22	22	18.66	24.69	38,962	51,553
001762	ASST EXEC DIR MN ENVIR QUAL BD	M	17	17	15.57	20.75	32,510	43,326
008310	ASST EXEC DIR POLLUTION CONTROL	M	21	21	18.01	23.90	37,605	49,903
002089	ASST EXEC DIR SOIL & WAT CON BD	M	11	11	12.44	16.76	25,975	34,995
001049	ASST EXECUTIVE DIRECTOR TRA	M	15	15	14.45	19.33	30,172	40,361
008364	ASST EXECUTIVE DIRECTOR TRA	M	00	18	16.15	21.50	33,721	44,892
001666	ASST EXEC SEC ELECTRICITY BD	M	12	12	12.93	17.39	26,998	36,310
008307	ASST EXEC SEC INVESTMENT BD	M	00	23	19.33	25.49	40,361	53,223
001538	ASST EXECUTIVE SEC MUNICIPAL BD	M	13	13	13.42	18.01	28,021	37,605
000072	ASST INSTITUTION ADMINISTRATOR	M	15	15	14.45	19.33	30,172	40,361
001406	ASST STATE NEGOTIATOR	M	17	17	15.57	20.75	32,510	43,326
008830	ASSISTANT TO COMMISSIONER	M	15	15	14.45	19.33	30,172	40,361
008823	ASST TO COMMR AGRICULTURE	M	09	09	11.58	15.57	24,179	32,510
001473	ASST TO COMMR CORRECTIONS	M	15	15	14.45	19.33	30,172	40,361
008832	ASST TO COMMR (EPD)	M	07	07	10.74	14.45	22,425	30,172
008831	ASST TO COMMR HEALTH	M	11	11	12.44	16.76	25,975	34,995
008873	ASST TO COMMR HUMAN RIGHTS	M	07	07	10.74	14.45	22,425	30,172
002412	ASST TO COMMR LABOR & INDUSTRY	M	12	12	12.93	17.39	26,998	36,310
008827	ASST TO COMMR NAT RES SPEC PROJ	M	11	11	12.44	16.76	25,975	34,995
008829	ASST TO COMMR PUBLIC SAFETY	M	14	14	13.92	18.66	29,065	38,962
008367	ASST TO COMMR TRANSPORTATION	M	09	09	11.58	15.57	24,179	32,510
008368	ASST TO EXECUTIVE DIR (INV BD)	M	00	11	12.44	16.76	25,975	34,995
002492	ASST TO WARDEN	M	11	11	12.44	16.76	25,975	34,995
001805	ASSOC COMMR EDUC INTER/DISSEM	M	21	21	18.01	23.90	37,605	49,903
008369	ASSOC COMMR EDUC INTER/DISSEM	M	21	21	18.01	23.90	37,605	49,903
008452	ASSOC DIR VISTOR PROGRAMS MZG	M	17	17	15.57	20.75	32,510	43,326

MANAGEMENT PLAN EFFECTIVE 7-1-83

CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008304	ASSOC DIR ZOO BD ANIMAL&PL SCI	M	19	19	16.76	22.27	34,995	46,500
000091	ASSOCIATE WARDEN	M	17	17	15.57	20.75	32,510	43,326
000098	ATTORNEY 4	M	18	18	16.15	21.50	33,721	44,892
000156	BOILER INSPECTOR CHIEF	M	15	15	14.45	19.33	30,172	40,361
001092	BUILDING CODE ASST DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
000137	BUS & TRUCK DIVISION DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
002322	BUSINESS DEVELOPMENT DIR	M	18	18	16.15	21.50	33,721	44,892
002320	BUSINESS LICENSES & INFO DIR	M	13	13	13.42	18.01	28,021	37,605
000139	BUSINESS MANAGER 2	M	13	13	13.42	18.01	28,021	37,605
002323	BUSINESS SERVICES PROGRAM MGR	M	14	14	13.92	18.66	29,065	38,962
001491	CENTRAL PAYROLL DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
008846	CHAIRMAN WATER PLANNING BD	M	19	19	16.76	22.27	34,995	46,500
001579	CHIEF ATTORNEY WORKERS' COMP	M	21	21	18.01	23.90	37,605	49,903
000161	CHIEF MINING ENGINEER	M	21	21	18.01	23.90	37,605	49,903
000836	CHIEF OF HEALTH PLANNING	M	22	22	18.66	24.69	38,962	51,553
002472	CHILD SUPPORT ENFORCEMENT DIR	M	15	15	14.45	19.33	30,172	40,361
008476	CLASS & COMP MANAGER	M	19	19	16.76	22.27	34,995	46,500
002511	CLINICAL SERVICES DIRECTOR	M	18	18	16.15	21.50	33,721	44,892
000957	COLLEGE MANAGEMENT OFFICER	M	17	17	15.57	20.75	32,510	43,326
001969	COMMUNITY COLLEGE BUSI OFFICER	M	09	09	11.58	15.57	24,179	32,510
001818	COMMUNITY SVCS SUPPORT DIR-CORR	M	13	13	13.42	18.01	28,021	37,605
002274	COMPENSATION MANAGER	M	17	17	15.57	20.75	32,510	43,326
008856	CONSUMER ADVOCACY DIR-ECON SEC	M	13	13	13.42	18.01	28,021	37,605
001814	CONSUMER UTIL ADVOCACY UNIT MGR	M	15	15	14.45	19.33	30,172	40,361
001983	CORRECTIONAL INST PROG DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
001626	CORRECTIONS ADMINISTRATIVE DIR	M	17	17	15.57	20.75	32,510	43,326
000492	CORRECTIONS COMM SVC REG DIR	M	15	15	14.45	19.33	30,172	40,361

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001310	CORRECTIONS EDUCATION COORD	M	17	17	15.57	20.75	32,510	43,326
000210	CORRECTIONS FAC ASST SUPT	M	11	11	12.44	16.76	25,975	34,995
001627	CORRECTIONS INDUSTRIES COORD	M	15	15	14.45	19.33	30,172	40,361
002259	CORRECTIONS JUVENILE PROG DIR	M	11	11	12.44	16.76	25,975	34,995
001605	DAIRY INSPECTION DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001580	DAIRY UNFAIR TRADE DIR	M	15	15	14.45	19.33	30,172	40,361
002486	DEAF SERVICES PROGRAM MANAGER	M	16	16	15.00	20.03	31,320	41,823
002022	DEBT MANAGEMENT DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
001503	DEMOGRAPHER STATE	M	17	17	15.57	20.75	32,510	43,326
008212	DEPUTY COMMR ADMINISTRATION	M	00	24	20.03	26.29	41,823	54,894
008205	DEPUTY COMMR AGRICULTURE	M	00	24	20.03	26.29	41,823	54,894
008229	DEPUTY COMMR COMMERCE	M	23	24	20.03	26.29	41,823	54,894
008206	DEPUTY COMMR CORRECTIONS	M	00	24	20.03	26.29	41,823	54,894
008857	DEPUTY COMMR ECON SECURITY	M	00	24	20.03	26.29	41,823	54,894
008225	DEPUTY COMMR EDUCATION	M	00	26	21.50	27.78	44,892	58,005
008215	DEPUTY COMMR EMPLOYEE RELATIONS	M	00	24	20.03	26.29	41,823	54,894
008228	DEPUTY COMMR ENERGY & ECON DEV	M	00	24	20.03	26.29	41,823	54,894
008213	DEPUTY COMMR FINANCE	M	00	26	21.50	27.78	44,892	58,005
008227	DEPUTY COMMR HEALTH	M	00	24	20.03	26.29	41,823	54,894
008210	DEPUTY COMMR HUMAN RIGHTS	M	00	20	17.39	23.07	36,310	48,170
008211	DEP COMMR IRON RANGE RES & REHAB	M	00	00				
008214	DEPUTY COMMR LABOR & INDUSTRY	M	00	24	20.03	26.29	41,823	54,894
008208	DEPUTY COMMR NATURAL RESOURCES	M	00	24	20.03	26.29	41,823	54,894
008209	DEPUTY COMMR PUBLIC SAFETY	M	00	24	20.03	26.29	41,823	54,894
008216	DEPUTY COMMR PUBLIC WELFARE	M	00	26	21.50	27.78	44,892	58,005
008221	DEPUTY COMMR REVENUE	M	00	24	20.03	26.29	41,823	54,894
008224	DEPUTY COMMR TRANSPORTATION	M	00	26	21.50	27.78	44,892	58,005

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008222	DEPUTY COMMR VETERANS AFFAIRS	M	00	20	17.39	23.07	36,310	48,170
008864	DEPUTY DIRECTOR HOUSING FINANCE	M	00	24	20.03	26.29	41,823	54,894
008201	DEPUTY DIR ST PLANNING AGENCY	M	24	24	20.03	26.29	41,823	54,894
008217	DEP EXEC DIR POLLUTION CONTROL	M	00	24	20.03	26.29	41,823	54,894
008219	DEP OMBUDSMAN FOR CORRECTIONS	M	00	13	13.42	18.01	28,021	37,605
000395	DETENTION PROGRAM MANAGER	M	13	13	13.42	18.01	28,021	37,605
002304	DEVELOPMENTAL RESOURCES DIR	M	13	13	13.42	18.01	28,021	37,605
008421	DIR EMERGENCY SERVICES	M	18	18	16.15	21.50	33,721	44,892
008410	DIR ENFORCE & FLD SERV-NAT RES	M	21	21	18.01	23.90	37,605	49,903
008400	DIR EQUAL BUSINESS OPPTY DIV	M	11	11	12.44	16.76	25,975	34,995
008423	DIRECTOR EQUAL OPPORTUNITY	M	19	19	16.76	22.27	34,995	46,500
008883	DIR EXPORT INFORMATION OFFICE	M	17	17	15.57	20.75	32,510	43,326
008403	DIR FINANCE-ECON DEVEL	M	13	13	13.42	18.01	28,021	37,605
008456	DIRECTOR LABOR FORCE REDUCTION	M	15	15	14.45	19.33	30,172	40,361
008412	DIR LANDS & FORESTRY (NAT RES)	M	21	21	18.01	23.90	37,605	49,903
008428	DIR LIQUOR CONTROL	M	17	17	15.57	20.75	32,510	43,326
002340	DIR LONG TERM CARE RATES	M	13	13	13.42	18.01	28,021	37,605
002091	DIR OF ADMIN COMPUTER CENTER	M	17	19	16.76	22.27	34,995	46,500
002413	DIR OF ALCOH & DRUG ABUSE PROG	M	21	21	18.01	23.90	37,605	49,903
001914	DIR OF BUILDING CONSTRUCTION	M	20	20	17.39	23.07	36,310	48,170
008346	DIR OF DRIVER & VEHICLE SVCS	M	19	19	16.76	22.27	34,995	46,500
008451	DIRECTOR OF MANAGEMENT ANALYSIS	M	19	19	16.76	22.27	34,995	46,500
008818	DIR OF REGULATORY & LEG SVCS	M	15	15	14.45	19.33	30,172	40,361
002315	DIRECTOR OF STATE AIDS	M	17	17	15.57	20.75	32,510	43,326
008480	DIR OF TAX & CREDIT ANALYSIS	M	19	19	16.76	22.27	34,995	46,500
002514	DIR OFFICE OF BUDGET & MGMT	M	20	20	17.39	23.07	36,310	48,170
001919	DIR OFFICE OF CONTRACT MGMT	M	15	15	14.45	19.33	30,172	40,361

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008413	DIR PARK & RECREATION (NAT RES)	M	21	21	18.01	23.90	37,605	49,903
008849	DIR PLAN RES & EVAL HOUS FIN	M	17	17	15.57	20.75	32,510	43,326
002408	DIR ST EMPLOYEES SUG BD (ADMIN)	M	11	11	12.44	16.76	25,975	34,995
008414	DIR WATERS (NAT RES)	M	21	21	18.01	23.90	37,605	49,903
008411	DIR WILDLIFE & FISH (NAT RES)	M	21	21	18.01	23.90	37,605	49,903
001405	DRIVER & VEHICLE SVC ASST DIR	M	12	12	12.93	17.39	26,998	36,310
001784	ECONOMIC OPPTY PROGRAM DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002066	ECON SECURITY ADMIN SVCS DIR	M	11	11	12.44	16.76	25,975	34,995
002161	ECON SEC AUDIT COORD DIR	M	11	11	12.44	16.76	25,975	34,995
001300	ECONOMIC SECURITY DIRECTOR	M	18	18	16.15	21.50	33,721	44,892
002380	ECONOMIC SEC FINANCIAL SVCS DIR	M	15	16	15.00	20.03	31,320	41,823
001998	ECONOMIC SECURITY STAFF DIR	M	17	17	15.57	20.75	32,510	43,326
002144	EDP APPLICATIONS MANAGER	M	17	18	16.15	21.50	33,721	44,892
000261	EDUCATION SPECIALIST 4	M	19	19	16.76	22.27	34,995	46,500
002046	EDUC SYSTEMS & INFO SERV DIR	M	19	19	16.76	22.27	34,995	46,500
000855	ELECTRONIC COMMUNICATIONS MGR	M	18	18	16.15	21.50	33,721	44,892
008478	EMERGENCY EMPLOYMENT PROG DIR	M	19	19	16.76	22.27	34,995	46,500
000231	EMERGENCY SVCS DEPUTY DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002032	EMPLOYEE ASSISTANCE PROGRAM DIR	M	11	12	12.93	17.39	26,998	36,310
000949	EMPLOYEE BENEFITS MANAGER	M	17	17	15.57	20.75	32,510	43,326
001787	EMPL & TRNG PROGRAM DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
001759	EMPL SVCS INFO SYST DIRECTOR	M	20	21	18.01	23.90	37,605	49,903
001906	ENERGY AGCY ASST DIR ALT ENERGY	M	18	18	16.15	21.50	33,721	44,892
001819	ENERGY AGCY ASST DIR CONSERV	M	19	19	16.76	22.27	34,995	46,500
002487	ENERGY ASSISTANCE PROG DIR	M	13	13	13.42	18.01	28,021	37,605
002501	ENERGY INFO & COMM SERVICES DIR	M	16	16	15.00	20.03	31,320	41,823
008843	ENERGY RESEARCH DIRECTOR	M	18	18	16.15	21.50	33,721	44,892

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001582	ENGINEER ADMINISTRATIVE MGT	M	18	18	16.15	21.50	33,721	44,892
000635	ENGINEER SR ADMINISTRATIVE	M	20	20	17.39	23.07	36,310	48,170
000568	ENVIRONMENTAL HEALTH DIV DIR	M	21	21	18.01	23.90	37,605	49,903
008466	EPD POLICY ANALYSES MANAGER	M	20	20	17.39	23.07	36,310	48,170
002056	EPIDEMIOLOGIST 3	M	21	21	18.01	23.90	37,605	49,903
008875	EQUITY INVESTMENT MANAGER	M	00	23	19.33	25.49	40,361	53,223
008415	EXEC DIR CABLE COMMUNIC BD	M	19	19	16.76	22.27	34,995	46,500
008135	EXEC DIR COUNCIL FOR HANDICAP	M	14	15	14.45	19.33	30,172	40,361
008115	EXEC DIR COUNC OF SPAN SPKG PPL	M	15	15	14.45	19.33	30,172	40,361
008175	EXEC DIR COUNC ON BLACK MINN'S	M	15	15	14.45	19.33	30,172	40,361
002012	EXEC DIR CRIME VICTIMS REP BD	M	11	11	12.44	16.76	25,975	34,995
008477	EXEC DIR GOV JOB TNG OFF	M	17	17	15.57	20.75	32,510	43,326
008701	EXEC DIR HIGHER EDUC FAC AUTH	M	18	19	16.76	22.27	34,995	46,500
008136	EXEC DIR INDIAN AFFAIRS BD	M	00	15	14.45	19.33	30,172	40,361
002000	EXEC DIR MN ENVIRON EDUC BD	M	13	13	13.42	18.01	28,021	37,605
008848	EXEC DIR MN OCC INFO COORD COMM	M	15	15	14.45	19.33	30,172	40,361
008147	EXEC DIR NURSING HOME ADMIN BD	M	15	15	14.45	19.33	30,172	40,361
008164	EXEC DIR OFC OF HEALTH FAC COMP	M	13	13	13.42	18.01	28,021	37,605
008131	EXEC DIR STATE ARTS BOARD	M	18	18	16.15	21.50	33,721	44,892
001656	EXEC DIR ST SOIL WATER CONS BD	M	18	18	16.15	21.50	33,721	44,892
008472	EXEC OFF ADULT RELEASE	M	16	16	15.00	20.03	31,320	41,823
008460	EXEC OFF JUVENILE RELEASES/CORR	M	16	16	15.00	20.03	31,320	41,823
008123	EXEC SEC ARCH ENGR L/S BD	M	16	16	15.00	20.03	31,320	41,823
008160	EXEC SEC BARBER EXAM BD	M	07	07	10.74	14.45	22,425	30,172
008148	EXEC SEC CAP AREA ARCH & PLNG	M	14	14	13.92	18.66	29,065	38,962
008417	EXEC SEC COMMERCE COMM	M	16	16	15.00	20.03	31,320	41,823
008158	EXEC SEC COSMETOLOGY BD	M	07	07	10.74	14.45	22,425	30,172
008163	EXEC SEC DENTISTRY BD	M	12	12	12.93	17.39	26,998	36,310

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008133	EXEC SEC ELECTRICITY BD	M	18	18	16.15	21.50	33,721	44,892
008465	EXEC SEC ESV COMPUTER COUNCIL	M	19	19	16.76	22.27	34,995	46,500
008426	EXEC SEC ETHICAL PRACTICES BD	M	19	19	16.76	22.27	34,995	46,500
008180	EXEC SEC HLTH PROMO & WELL CNCL	M	11	11	12.44	16.76	25,975	34,995
008126	EXEC SEC MEDICAL EXAM BD	M	13	13	13.42	18.01	28,021	37,605
008144	EXEC SEC MINH/WIS BOUNDARY COMM	M	12	12	12.93	17.39	26,998	36,310
008145	EXEC SEC MUNICIPAL BD	M	14	14	13.92	18.66	29,065	38,962
008146	EXEC SEC NURSING BD	M	15	15	14.45	19.33	30,172	40,361
008418	EXEC SEC PEACE OFF TNG BD	M	16	16	15.00	20.03	31,320	41,823
008149	EXEC SEC PHARMACY BD	M	15	15	14.45	19.33	30,172	40,361
008169	EXEC SEC PSYCHOLOGY BD	M	07	07	10.74	14.45	22,425	30,172
008177	EXEC SEC PUBLIC UTILITIES COMM	M	18	18	16.15	21.50	33,721	44,892
008167	EXEC SEC TEACHING BD	M	16	16	15.00	20.03	31,320	41,823
008156	EXEC SEC WATER RESOURCES BD	M	10	14	13.92	18.66	29,065	38,962
001955	FACILITIES MGMT ASST DIRECTOR	M	18	19	16.76	22.27	34,995	46,500
001956	FACILITIES MGMT DIRECTOR	M	21	22	18.66	24.69	38,962	51,553
002171	FAMILY FARM PROGRAM DIRECTOR	M	11	11	12.44	16.76	25,975	34,995
001856	FIELD REVIEW ADMINISTRATIVE MGR	M	15	15	14.45	19.33	30,172	40,361
002411	FINANCE ADMINISTRATIVE ASST	M	12	12	12.93	17.39	26,998	36,310
001806	FINANCE AGCY ASST CONTROLLER	M	14	14	13.92	18.66	29,065	38,962
001451	FINANCE AGENCY CONTROLLER	M	17	17	15.57	20.75	32,510	43,326
001807	FINANCE AGENCY COORDINATOR	M	19	19	16.76	22.27	34,995	46,500
001456	FINANCIAL ANALYSIS DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
001948	FINANCIAL AUDITS & TECH RES MGR	M	17	17	15.57	20.75	32,510	43,326
002250	FINANCIAL INST CHIEF EXAMINER	M	15	15	14.45	19.33	30,172	40,361
001590	FOOD & MEAT INSPECTION DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001981	FORENSIC LABORATORY DIRECTOR	M	17	17	15.57	20.75	32,510	43,326

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008434	GOVERNMENT RELATIONS DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000315	GRAIN INSPECTION DIVISION DIR	M	15	15	14.45	19.33	30,172	40,361
001827	HEALTH ASST DIV DIRECTOR	M	18	18	16.15	21.50	33,721	44,892
002515	HEALTH ECONOMIST	M	17	17	15.57	20.75	32,510	43,326
001847	HEALTH MANPOWER DIV DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
001474	HEALTH PROGRAM MANAGER	M	15	15	14.45	19.33	30,172	40,361
001550	HEALTH SYSTEMS DIV DIR	M	21	21	18.01	23.90	37,605	49,903
007996	HIGHWAY PATROL CHIEF	M	21	21	18.01	23.90	37,605	49,903
007995	HIGHWAY PATROL ASSISTANT CHIEF	M	18	18	16.15	21.50	33,721	44,892
008501	HOSPITAL/NURSING HOME ADMIN	M	21	21	18.01	23.90	37,605	49,903
001558	HOUSING FINANCE AGCY ASST DIR	M	19	19	16.76	22.27	34,995	46,500
008447	HOUSING FINANCE INVESTMENTS DIR	M	17	17	15.57	20.75	32,510	43,326
001692	HOUSING PROGRAM MANAGER	M	17	17	15.57	20.75	32,510	43,326
008511	HOUSING PROGRAM MANAGER	M	17	17	15.57	20.75	32,510	43,326
000960	HYDROLOGIST ADMINISTRATIVE	M	18	18	16.15	21.50	33,721	44,892
000376	INCOME TAX DIRECTOR	M	21	21	18.01	23.90	37,605	49,903
001686	INDUSTRIAL DEVELOPMENT MGR	M	11	11	12.44	16.76	25,975	34,995
000383	INDUSTRIES SUPERINTENDENT	M	13	13	13.42	18.01	28,021	37,605
001850	INFO & EDUC SERVICES DIV DIR	M	13	13	13.42	18.01	28,021	37,605
001316	INFORMATION DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002453	INFORMATION MGMT SRVCS DIV DIR	M	15	15	14.45	19.33	30,172	40,361
001312	INFO SYST ASST DIR INTERGOV SVC	M	17	17	15.57	20.75	32,510	43,326
001950	INFORMATION SYSTEMS PLANNER	M	18	18	16.15	21.50	33,721	44,892
000386	INHERITANCE TAX DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
000931	INSTITUTION EDUCATIONAL ADMIN	M	16	16	15.00	20.03	31,320	41,823
000391	INSTITUTIONS PROGRAMS COORD	M	15	15	14.45	19.33	30,172	40,361

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001972	INSRNC REGULATORY ANALYST MGR	M	14	14	13.92	18.66	29,065	38,962
008588	INSRNC REGULATORY ANALYST MGR	M	14	14	13.92	18.66	29,065	38,962
008855	INTERGOVT & COMM REL DIR	M	17	17	15.57	20.75	32,510	43,326
008482	INTERNATIONAL TRADE DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
001382	INVENTORY MANAGEMENT DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002162	JOB SERVICE DIST OPERATIONS DIR	M	15	15	14.45	19.33	30,172	40,361
002163	JOB SRVC FIELD OPERATIONS DIR	M	21	21	18.01	23.90	37,605	49,903
001724	LABOR RELATIONS AGENCY MGR	M	15	15	14.45	19.33	30,172	40,361
001373	LABOR STANDARDS DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000408	LABORATORY DIR PUBLIC HEALTH	M	23	23	19.33	25.49	40,361	53,223
008585	LEGAL COUNSEL LABOR & INDUSTRY	M	16	18	16.15	21.50	33,721	44,892
001584	LEGISLATIVE AUDIT MANAGER	M	17	17	15.57	20.75	32,510	43,326
008171	LIAISON-SPANISH SPEAKING PEOPLE	M	15	15	14.45	19.33	30,172	40,361
000835	LIQUOR CONTROL ASST DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001566	LIVESTOCK LIC/WEIGH DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001680	LOCAL GOVERNMENT AIDS DIR	M	17	17	15.57	20.75	32,510	43,326
008882	LONG TERM DEBT MANAGER	M	00	23	19.33	25.49	40,361	53,223
002060	MGMT DEVELOPMENT SPECIALIST	M	13	13	13.42	18.01	28,021	37,605
008872	MANAGEMENT DEVELOPMENT SPEC	M	13	13	13.42	18.01	28,021	37,605
001646	MGMT INFO SERVICES MANAGER	M	16	16	15.00	20.03	31,320	41,823
000443	MARKETING SERVICES DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001496	MEDICAID PAYMENT SYSTEMS MGR	M	15	15	14.45	19.33	30,172	40,361
000452	MEDICAL DIRECTOR	M	27	26	21.50	27.78	44,892	58,005
008422	MEDICAL DIR-PUBLIC WELFARE	M	27	26	21.50	27.78	44,892	58,005
001060	MENTAL RETARDATION DIVISION DIR	M	19	19	16.76	22.27	34,995	46,500
000456	MERIT SYSTEM PERSONNEL MANAGER	M	17	17	15.57	20.75	32,510	43,326

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT HEN	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001836	MINERALS TAX ADMINISTRATOR	M	19	19	16.76	22.27	34,995	46,500
002034	MOICC COORDINATOR	M	11	11	12.44	16.76	25,975	34,995
000474	MOTOR POOL DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
008589	MULTI-INSTITUTION CHF EXEC OFF	M	23	24	20.03	26.29	41,823	54,894
002467	NAT RES ENFORCEMENT MANAGER	M	15	15	14.45	19.33	30,172	40,361
002068	NAT RES FISHERIES RESEARCH MGR	M	12	12	12.93	17.39	26,998	36,310
002071	NAT RES FISHERIES SECTION MGR	M	15	15	14.45	19.33	30,172	40,361
001440	NATURAL RESOURCES LAND ADMIN	M	15	15	14.45	19.33	30,172	40,361
000196	NATURAL RESOURCES MANAGER	M	13	13	13.42	18.01	28,021	37,605
001811	NAT RES PLANNING MANAGER	M	17	17	15.57	20.75	32,510	43,326
001398	NATURAL RES REGIONAL ADMIN	M	16	16	15.00	20.03	31,320	41,823
002075	NAT RES REGIONAL FORESTRY MGR	M	11	11	12.44	16.76	25,975	34,995
002070	NAT RES WILDFIRE PROTECTION MGR	M	12	12	12.93	17.39	26,998	36,310
002069	NAT RES WILDLIFE RESEARCH MGR	M	12	12	12.93	17.39	26,998	36,310
002072	NAT RES WILDLIFE SECTION MGR	M	15	15	14.45	19.33	30,172	40,361
002177	OASDHI OPERATIONS DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000620	OCCUP SAFETY & HEALTH DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
008141	OMBUDSMAN FOR CORRECTIONS	M	00	15	14.45	19.33	30,172	40,361
002086	PERSONAL PROPERTY INVENTORY MGR	M	11	11	12.44	16.76	25,975	34,995
001424	PERSONNEL DIRECTOR 3	M	17	17	15.57	20.75	32,510	43,326
000501	PERSONNEL DIRECTOR 4	M	19	19	16.76	22.27	34,995	46,500
002025	PERSONNEL DIRECTOR ASST (TRANS)	M	15	15	14.45	19.33	30,172	40,361
002147	PERSONNEL PROGRAM MANAGER	M	13	13	13.42	18.01	28,021	37,605
002485	PERSONNEL RESEARCH MGR	M	17	17	15.57	20.75	32,510	43,326
000503	PETROLEUM TAX DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
008473	PHYSICAL FACILITIES & PLNG DIR	M	15	15	14.45	19.33	30,172	40,361

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002321	PHYSICAL PLNG & DATA MGMT DIR	M	20	20	17.39	23.07	36,310	48,170
001017	PLAN DIR CRIMINAL JUSTICE	M	19	19	16.76	22.27	34,995	46,500
001647	PLAN DIR DEVELOPMENTAL DISABIL	M	17	17	15.57	20.75	32,510	43,326
001007	PLAN DIR DEVELOPMENTAL PLANNING	M	19	19	16.76	22.27	34,995	46,500
000972	PLAN DIR ENVIRONMENTAL QUALITY	M	23	23	19.33	25.49	40,361	53,223
001078	PLAN DIRECTOR HUMAN RESOURCES	M	20	20	17.39	23.07	36,310	48,170
000802	PLANNING DIRECTOR LOCAL URBAN	M	23	23	19.33	25.49	40,361	53,223
000524	PLANT INDUSTRY DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000821	PLANT MGT ASST DIR BUILDING SVC	M	11	11	12.44	16.76	25,975	34,995
000896	PLANT MGT ASST DIR MAINTENANCE	M	13	13	13.42	18.01	28,021	37,605
000827	PLANT MANAGEMENT DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
008450	POLICY ANALYSIS & ORGAN DEV DIR	M	17	17	15.57	20.75	32,510	43,326
001513	POLLUTION CONTROL ASST DIV DIR	M	18	19	16.76	22.27	34,995	46,500
001301	POLLUTION CONTROL DIVISION DIR	M	21	21	18.01	23.90	37,605	49,903
008474	POLLUTION CONTROL DIVISION DIR	M	21	21	18.01	23.90	37,605	49,903
001658	POLLUTION CONTROL PROGRAM ADMIN	M	16	17	15.57	20.75	32,510	43,326
008802	PORTFOLIO MANAGER SENIOR	M	00	20	17.39	23.07	36,310	48,170
000542	PRISON INDUSTRIES DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000083	PROCUREMENT ASST DIR BUYING	M	15	15	14.45	19.33	30,172	40,361
000579	PROCUREMENT DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
002427	PRODUCTIVITY IMPROVE PROG COORD	M	15	15	14.45	19.33	30,172	40,361
008464	PROGRAM & POLICY DEVEL MGR-DPW	M	19	19	16.76	22.27	34,995	46,500
001779	PROGRAM EVALUATION COORDINATOR	M	17	17	15.57	20.75	32,510	43,326
001404	PROPERTY EQUALIZATION DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
000575	PUBLIC HEALTH PHYSICIAN 3	M	27	26	21.50	27.78	44,892	58,005
001543	PUBLIC SERVICE COMM SUPPORT DIR	M	18	18	16.15	21.50	33,721	44,892
000734	PUBLIC SERVICE RATE DIV DIR	M	15	15	14.45	19.33	30,172	40,361

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002155	PUB UTIL REGULATION UNIT MGR	M	19	20	17.39	23.07	36,310	48,170
000839	PUBLICATIONS & PRINTING DIR	M	17	17	15.57	20.75	32,510	43,326
001970	RAILROAD ADMINISTRATION DIR	M	19	19	16.76	22.27	34,995	46,500
001591	REAL ESTATE MANAGEMENT ASST DIR	M	14	14	13.92	18.66	29,065	38,962
001592	REAL ESTATE MANAGEMENT DIR	M	17	17	15.57	20.75	32,510	43,326
001671	RECORDS MANAGEMENT MGR	M	15	15	14.45	19.33	30,172	40,361
000289	RECRUITMENT & EXAMINATION MGR	M	19	19	16.76	22.27	34,995	46,500
000872	REHABILITATION AREA DIRECTOR	M	16	16	15.00	20.03	31,320	41,823
000601	REHABILITATION OASDHI ASST DIR	M	13	13	13.42	18.01	28,021	37,605
000869	REHABILITATION OASDHI DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
000602	REHABILITATION OPERATIONS DIR	M	18	20	17.39	23.07	36,310	48,170
001501	REHABILITATION PROGRAM MANAGER	M	13	13	13.42	18.01	28,021	37,605
000065	REHABILITATION STAFF SVC DIR	M	18	18	16.15	21.50	33,721	44,892
001455	REIMBURSEMENT DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000605	RESEARCH DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
002033	RESEARCH PLAN & EVALUATION DIR	M	15	15	14.45	19.33	30,172	40,361
008510	RESIDENTIAL SCHOOL ADMIN (EDUC)	M	20	20	17.39	23.07	36,310	48,170
001780	REVENUE ADMIN SERVICES DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
002434	REV AUDIT PLNG & SELECTION DIR	M	15	15	14.45	19.33	30,172	40,361
000807	REVENUE COMPLIANCE DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
002415	REVENUE CORPORATE AUDIT DIR	M	21	21	18.01	23.90	37,605	49,903
001391	REVENUE FIELD OPERATIONS DIR	M	21	21	18.01	23.90	37,605	49,903
001964	REVENUE LEGAL RESEARCH PROG DIR	M	18	19	16.76	22.27	34,995	46,500
001703	REVENUE OPERATIONS AUDITING DIR	M	17	17	15.57	20.75	32,510	43,326
002331	RISK MANAGEMENT DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
000795	SALES & USE TAX DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
008483	SCIENCE & TECHNOLOGY OFFICE DIR	M	19	19	16.76	22.27	34,995	46,500

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008139	SEC & EXEC OFF ANIMAL HLTH BD	M	18	18	16.15	21.50	33,721	44,892
002419	SEC & REAL ESTATE SUPPORT SPEC	M	13	13	13.42	18.01	28,021	37,605
008516	SENIOR EXECUTIVE OFFICER	M	19	19	16.76	22.27	34,995	46,500
001820	SHADE TREE PROGRAM DIR-AGRIC	M	15	15	14.45	19.33	30,172	40,361
000670	SHELTERED WORKSHOP PROG DIR	M	18	18	16.15	21.50	33,721	44,892
008874	SHORT TERM DEBT MANAGER	M	00	23	19.33	25.49	40,361	53,223
008355	SPECIAL ASST TO COMM NAT RES	M	21	21	18.01	23.90	37,605	49,903
000682	SPECIAL TAXES DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001302	STATE ACCOUNTING DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
000693	STATE ARCHITECTURAL ENGINEER	M	20	20	17.39	23.07	36,310	48,170
000084	STATE ARCHITECTURAL ENGR ASST	M	18	18	16.15	21.50	33,721	44,892
002011	STATE BUILDING CODE INSP DIR	M	20	20	17.39	23.07	36,310	48,170
001979	STATE ECONOMIST	M	19	19	16.76	22.27	34,995	46,500
008416	STATE FIRE MARSHAL	M	17	17	15.57	20.75	32,510	43,326
001834	STATE FIRE MARSHALL ASST DIR	M	14	14	13.92	18.66	29,065	38,962
001616	STATE REGISTER DIRECTOR	M	13	15	14.45	19.33	30,172	40,361
000614	STATE SOCIAL SECURITY DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
000951	STATE TELECOMMUNICATIONS MGR	M	19	19	16.76	22.27	34,995	46,500
001785	STATEWIDE COORD PROGRAM DIR	M	15	15	14.45	19.33	30,172	40,361
008509	SUPERINTENDENT LINO LAKES	M	19	19	16.76	22.27	34,995	46,500
008507	SUPERINTENDENT RED WING	M	18	18	16.15	21.50	33,721	44,892
008504	SUPERINTENDENT ST CLOUD	M	22	22	18.66	24.69	38,962	51,553
008508	SUPERINTENDENT SAUK CENTRE	M	18	18	16.15	21.50	33,721	44,892
008503	SUPERINTENDENT SHAKOPEE	M	18	18	16.15	21.50	33,721	44,892
008420	SUPT BUR CRIMINAL APPREHENSION	M	21	21	18.01	23.90	37,605	49,903
001951	SUPPORT SERVICES DIRECTOR	M	18	18	16.15	21.50	33,721	44,892
002473	SURVEILLANCE & UTIL REVIEW MGR	M	16	16	15.00	20.03	31,320	41,823

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002519	TOURISM ASSISTANT DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
002518	TOURISM COMMUNICATIONS MANAGER	M	11	11	12.44	16.76	25,975	34,995
002324	TOURISM MARKETING MANAGER	M	14	13	13.42	18.01	28,021	37,605
002325	TOURISM TRAVEL INFORMATION MGR	M	11	11	12.44	16.76	25,975	34,995
001535	TRAFFIC SAFETY DIRECTOR	M	13	13	13.42	18.01	28,021	37,605
002073	TRAINING & COMM SVCS DIST MGR	M	13	13	13.42	18.01	28,021	37,605
000797	TRAINING & DEVELOPMENT MANAGER	M	17	17	15.57	20.75	32,510	43,326
001702	TRANSIT PROGRAM DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
001694	TRANSPORTATION AUDIT DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002477	TRANSPORTATION BUSINESS MGR	M	11	11	12.44	16.76	25,975	34,995
000349	TRANSPORTATION BUDGET DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
000937	TRANSPORT ENVIRONMENTAL SVC DIR	M	18	18	16.15	21.50	33,721	44,892
001583	TRANSPORTATION FINANCE MANAGER	M	15	15	14.45	19.33	30,172	40,361
001957	TRANSPORT FIN MGMT DIRECTOR	M	19	19	16.76	22.27	34,995	46,500
001701	TRANSPORTATION FIN SUP SVCS DIR	M	17	17	15.57	20.75	32,510	43,326
001688	TRANSPORTATION MGT ANALYSIS DIR	M	17	17	15.57	20.75	32,510	43,326
001732	TRANSPORTATION PLANNING MANAGER	M	17	17	15.57	20.75	32,510	43,326
001679	TRANSPORTATION PLANNING OFF DIR	M	19	19	16.76	22.27	34,995	46,500
001600	TRANSPORTATION POLICY DIR	M	20	20	17.39	23.07	36,310	48,170
001700	TRANSPORTATION RATES & REG DIR	M	15	15	14.45	19.33	30,172	40,361
002229	TRANSPORTATION RESEARCH MGR	M	15	15	14.45	19.33	30,172	40,361
002275	TRANSP SYSTEMS & ANALYSIS DIR	M	17	17	15.57	20.75	32,510	43,326
001798	TRANSPORT SYST & INFO SVCS DIR	M	19	19	16.76	22.27	34,995	46,500
002306	TRANSPORTATION TRAINING MANAGER	M	13	13	13.42	18.01	28,021	37,605
000923	TRANSPORTATION VALUATION MGR	M	16	16	15.00	20.03	31,320	41,823
002404	UNEMP INSURANCE APPEALS DIR	M	21	21	18.01	23.90	37,605	49,903
002164	UNEMP INSURANCE BENEFIT DIR	M	21	21	18.01	23.90	37,605	49,903

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CLASS CODE	TITLE	SERIES	RANGE OLD	ASSGT NEW	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002405	UNEMP INSUR COMM'R'S APPEALS DIR	M	19	19	16.76	22.27	34,995	46,500
002165	UNEMP INSURANCE DIST MGR	M	15	15	14.45	19.33	30,172	40,361
002166	UNEMP INSURANCE FIELD AUDIT DIR	M	15	15	14.45	19.33	30,172	40,361
002167	UNEMP INSURANCE INVEST DIR	M	13	13	13.42	18.01	28,021	37,605
002168	UNEMP INSURANCE SECTION DIR	M	15	15	14.45	19.33	30,172	40,361
002169	UNEMP INSURANCE TAX DIR	M	19	19	16.76	22.27	34,995	46,500
008179	VETERANS HOME ADMINISTRATOR	M	20	20	17.39	23.07	36,310	48,170
001829	VETERANS HOME ASSISTANT ADMIN	M	15	15	14.45	19.33	30,172	40,361
008505	WARDEN	M	22	22	18.66	24.69	38,962	51,553
008461	WASTE MANAGEMENT STAFF DIRECTOR	M	21	21	18.01	23.90	37,605	49,903
000757	WEIGHTS & MEASURES DIV DIRECTOR	M	15	15	14.45	19.33	30,172	40,361
002042	WELFARE AUDITS MANAGER	M	15	15	14.45	19.33	30,172	40,361
001660	WELFARE FINANCIAL DIR	M	19	19	16.76	22.27	34,995	46,500
001419	WELFARE PROGRAM DIRECTOR	M	17	17	15.57	20.75	32,510	43,326
001625	WELFARE RESIDENTIAL FAC MGR	M	17	17	15.57	20.75	32,510	43,326
002448	WELFARE STRATEGIC PLCY ANALYST	M	11	11	12.44	16.76	25,975	34,995
008586	WELFARE STRATEGIC PLCY ANALYST	M	11	11	12.44	16.76	25,975	34,995
002363	WRKS' COMP BENEFIT FUND DIR	M	13	13	13.42	18.01	28,021	37,605
002454	WORKERS' COMP REHAB MANAGER	M	15	15	14.45	19.33	30,172	40,361
000771	YOUTH CAMP SUPERINTENDENT	M	15	15	14.45	19.33	30,172	40,361

APPENDIX G - MANAGERIAL COMPENSATION GRID

Effective July 1, 1983

<u>Range Number</u>	<u>FY 84 Hourly Minimum</u>	<u>FY 84 Hourly Midpoint</u>	<u>FY 84 Hourly Maximum</u>	<u>FY 84 Annual Minimum</u>	<u>FY 84 Annual Midpoint</u>	<u>FY 84 Annual Maximum</u>
7	10.74	12.60	14.45	22,425	26,309	30,172
8	11.15	13.08	15.00	23,281	27,311	31,320
9	11.58	13.58	15.57	24,179	28,355	32,510
10	12.01	14.08	16.15	25,077	29,399	33,721
11	12.44	14.60	16.76	25,975	30,485	34,995
12	12.93	15.16	17.39	26,998	31,654	36,310
13	13.42	15.72	18.01	28,021	32,823	37,605
14	13.92	16.29	18.66	29,065	34,014	38,962
15	14.45	16.89	19.33	30,172	35,266	40,361
16	15.00	17.52	20.03	31,320	36,582	41,823
17	15.57	18.16	20.75	32,510	37,918	43,326
18	16.15	18.83	21.50	33,721	39,317	44,892
19	16.76	19.52	22.27	34,995	40,758	46,500
20	17.39	20.23	23.07	36,310	42,240	48,170
21	18.01	20.96	23.90	37,605	43,764	49,903
22	18.66	21.68	24.69	38,962	45,268	51,553
23	19.33	22.41	25.49	40,361	46,792	53,223
24	20.03	23.16	26.29	41,823	48,358	54,894
25	20.75	23.92	27.09	43,326	49,945	56,564
26	21.50	24.64	27.78	44,892	51,448	58,005

NOTE: These ranges match the MMA ranges. Add 8 to these range numbers to identify the comparable MMA range numbers, e.g., Range 7 + 8 = MMA range 15.

APPENDIX H - MANAGERIAL COMPENSATION GRID

Effective July 1, 1984

<u>Range Number</u>	<u>FY 85 Hourly Minimum</u>	<u>FY 85 Hourly Midpoint</u>	<u>FY 85 Hourly Maximum</u>	<u>FY 85 Annual Minimum</u>	<u>FY 85 Annual Midpoint</u>	<u>FY 85 Annual Maximum</u>
7	11.22	13.16	15.10	23,427	27,478	31,529
8	11.65	13.67	15.68	24,325	28,543	32,740
9	12.10	14.19	16.27	25,265	29,629	33,972
10	12.55	14.72	16.88	26,204	30,735	35,245
11	13.00	15.26	17.51	27,144	31,863	36,561
12	13.51	15.84	18.17	28,209	33,074	37,939
13	14.02	16.42	18.82	29,274	34,285	39,296
14	14.55	17.03	19.50	30,380	35,559	40,716
15	15.10	17.65	20.20	31,529	36,853	42,178
16	15.68	18.31	20.93	32,740	38,231	43,702
17	16.27	18.98	21.68	33,972	39,630	45,268
18	16.88	19.68	22.47	35,245	41,092	46,917
19	17.51	20.39	23.27	36,561	42,574	48,588
20	18.17	21.14	24.11	37,939	44,140	50,342
21	18.82	21.90	24.98	39,296	45,727	52,158
22	19.50	22.65	25.80	40,716	47,293	53,870
23	20.20	23.42	26.64	42,178	48,901	55,624
24	20.93	24.20	27.47	43,702	50,530	57,357
25	21.68	25.00	28.31	45,268	52,200	59,111
26	22.47	25.75	29.03	46,917	53,766	60,615