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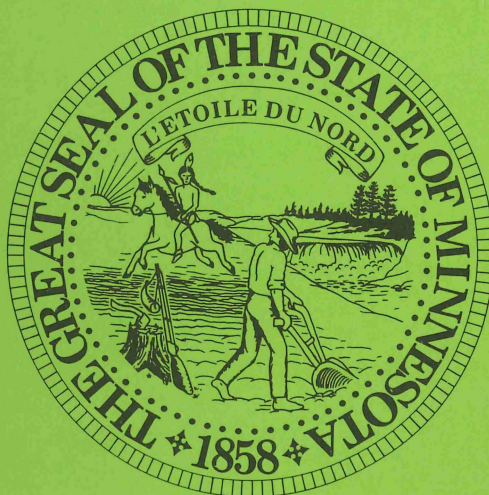
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COMMISSIONER'S PLAN

July 1, 1987 - June 30, 1989

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

by the
Minnesota Department of Employee Relations



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COMMISSIONER'S PLAN
TABLE OF CONTENTS

CHAPTER

- 1 -- Coverage
- 2 -- Hours of Work and Overtime
- 3 -- Holidays
- 4 -- Vacation Leave
- 5 -- Sick Leave
- 6 -- Other Leaves of Absence
- 7 -- Probationary and Trial Periods
- 8 -- Employee Development and Career Advancement
- 9 -- Limited Interruptions of Work and Permanent Non-Disciplinary Separations
- 10 -- Seniority, Layoff, Recall, and Reemployment
- 11 -- Disciplinary Action
- 12 -- Resolution of Disputes
- 13 -- Employee Group Insurance
- 14 -- Salary Administration
- 15 -- Expense Reimbursement
- 16 -- Relocation Expenses
- 17 -- Housing
- 18 -- Employee Safety
- 19 -- Workers' Compensation; Injured-on-Duty Pay

APPENDICES

- Appendix A. Glossary
- Appendix B. Vacation Leave Proration Schedule
- Appendix C. Sick Leave Proration Schedule
- Appendix D. Holiday Proration Schedule
- Appendix E. Commissioner's Plan Salary Range Assignments
- Appendix F. Compensation Grids - July, 1987 to January, 1988
- Appendix G. Compensation Grids - January, 1988 to June, 1988
- Appendix H. Compensation Grids - July, 1988 to June, 1989
- Appendix I. State Patrol Supervisor Supplement

Chapter 1. COVERAGE

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

- confidential employees as identified in M.S. 179A.10, subdivision 1;
- classified employees in the Office of the Legislative Auditor;
- employees who work less than 14 hours per week or less than 67 days in any calendar year and are, therefore, excluded from the bargaining units to which their classes are assigned (hereinafter referred to as "insufficient work time employees"). Where the terms and conditions of employment for a sub-group of represented employees differ from those provided under the applicable master collective bargaining agreement as a result of a supplemental agreement, the Appointing Authority may prepare and implement, with the approval of the Commissioner, an alternative plan governing insufficient worktime employees in the same sub-group which provides a level of benefits up to and including that provided in the supplemental agreement;
- Compensation Judges;
- employees who have severed from bargaining units under the provisions of M.S. 179A.10, subdivision 3, except for professional employees of the Higher Education Coordinating Board;
- medical specialists whose compensation is established under the provisions of M.S. 43A.17, subdivision 4;
- health treatment professionals in classifications assigned to bargaining unit 13; and
- employees of the Bureau of Mediation Services and the Public Employment Relations Board and employees in the classes of Pilot and Chief Pilot under the provisions of M.S. 179A.10, subdivision 1.

This plan provides coverage for the biennium beginning on July 1, 1987, and ending on June 30, 1989. The provisions of Chapter 14 regarding salary range adjustments and individual salary increases are effective July 1, 1987. The provisions of vacation accrual maximums contained in Chapter 4 and examination monitor rates contained in Chapter 14, are effective at the beginning of the first pay period following approval by the Legislative Commission on Employee Relations.

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, 1989, until a new plan for the following biennium is approved by the Legislative Commission on Employee Relations.

Certain provisions of this plan also apply to non-managerial employees covered by agency compensation plans approved by the Commissioner under the provisions of M.S. 43A.18, subdivision 4. The provisions of Chapters 2, 3, 4, 5, 13, 14 and 19 shall not apply to such employees unless incorporated, in whole or in part, by specific reference in the agency plan. All other provisions shall apply to employees covered by agency plans unless superseded by law or rule.

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

Office of the
Deputy Commissioner for Personnel
Department of Employee Relations
520 Lafayette Road
Saint Paul, Minnesota 55155

Chapter 2. HOURS OF WORK AND OVERTIME

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

An Appointing Authority may establish other daily or weekly work schedules, including four 10-hour days, and shall give affected employees 14 days notice of schedule changes. Schedules in effect on July 1, 1987, may continue without further notice to employees. For employees of the Departments of Corrections and Human Services who are not eligible for time and one-half overtime compensation, if the Appointing Authority changes an employee's scheduled day(s) off with less than 14 calendar days notice to the affected employee, the employee shall receive \$10.00 for each 4 hours or portion thereof worked on the original day off up to a maximum of \$20.00. Work schedules for insufficient work time employees shall be established or changed by the Appointing Authority in accord with the needs of the agency without regard to the 14 day notice requirement.

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

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

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

Daylight Savings Time. Employees required to work more than 8 hours on an 8 hour shift or more than 10 hours on a 10 hour shift due to the change from daylight savings time to standard time shall be paid for the additional hour worked at the appropriate overtime rate. Employees required to work less than 8 hours on an 8 hour shift or less than 10 hours on a 10 hour shift due to the change from standard time to daylight savings time shall be paid for the actual hours worked. Employees may use vacation time or compensatory time to make up for the 1 hour lost. Employees in the first 6 months of employment who would otherwise be eligible to accrue vacation may be advanced 1 hour of vacation time which shall either be deducted from their initial vacation leave balance, or deducted from their last paycheck if the employee is separated prior to accruing vacation.

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

employment. If there are no volunteers, the least senior qualified employee in the same class, employment condition, and work area/principal place of employment shall be assigned to the position.

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

- Work Week. A fixed and regularly recurring period of 7 consecutive calendar days chosen by the Appointing Authority.
- Work Period. A fixed and regularly recurring period of time used to determine an employee's eligibility for overtime payments under the Federal Fair Labor Standards Act. Employees of institutions operated by the Department of Human Services and Veterans Affairs may be employed on the basis of an 80 hour work period, which coincides with the pay period. Employees of Correctional Facilities may be employed on the basis of a work period chosen by the Appointing Authority which shall be at least 7 days but not more than 28 days in length.
- Overtime. All hours worked in excess of the employee's standard work day or 8 hours, whichever is greater, or on a regularly scheduled day of rest. For the purposes of this Chapter, all paid leave time (vacation, sick leave, compensatory time off, or paid leaves of absence) shall be considered time worked.

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

- Non-supervisory clerical, technical, craft, and service employees in series B, C, and L and supervisory employees in series J in classifications assigned to progression codes 2 or 3 are eligible at the rate of time and one-half.
- Interns, registered nurses, professional employees in series A and G and all supervisory employees in series J in classifications assigned to progression code 1 are normally exempt from the provisions of the Federal Fair Labor Standards Act and are eligible for overtime pay at the rate of straight time only for special assignments outside their normal duties or in emergencies. The Commissioner may upon investigation designate specific positions to be non-exempt under the Fair Labor Standards Act and therefore subject to the overtime provisions of that law. Prior written approval of the Appointing Authority for special assignment overtime is required. In emergency situations, the Commissioner may allow these employees to be compensated for hours worked in excess of the standard work day or 8 hours, whichever is greater, or for hours worked on a scheduled day of rest and may also authorize compensation at the rate of time and one-half.

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

1. Employee Discretion. Non-exempt employees who actively work:

more than 40 hours in the work week; or

more than 80 hours in an applicable work period in an institution operated by the Department of Human Services or Veterans Affairs; or

more than the number of hours allowed by the Federal Fair Labor Standards Act for the applicable work period in a Corrections Department Facility.

2. Employer Discretion.

a) Non-exempt employees who actively work:

40 or fewer hours in the work week;

80 or fewer hours in an applicable work period in an institution operated by the Department of Human Services or Veterans Affairs; or

no more than the number of hours allowed by the Federal Fair Labor Standards Act for the applicable work period in a Corrections Department Facility.

b) Exempt employees.

Compensatory Time Banks

1. Size of Bank. An employee's compensatory time bank may not exceed 120 hours. When an employee has 120 hours in his/her compensatory time bank, all additional overtime hours worked shall be paid in cash.
2. Use of Compensatory Time. Employees shall be permitted to use compensatory time off upon request provided that the request is made 14 or more calendar days in advance and the use of time off does not unduly disrupt the operations of the Appointing Authority. The Appointing Authority may waive the 14 day notice requirement.
3. Liquidation of Compensatory Time Banks. With 35 calendar days notice, the Appointing Authority may liquidate all or a portion of compensatory time banks provided that all employees in the agency are treated in a uniform manner. An employee accepting another position covered by the Commissioner's Plan in another state agency may, at the employee's discretion, liquidate all or a portion of their compensatory time bank prior to appointment in the new agency. An employee accepting a position not covered by the Commissioner's Plan, separating from the state service, or being permanently laid off shall have all unused compensatory time paid in cash. An employee being placed on seasonal layoff may have unused compensatory time paid in cash or retained to their credit at the discretion of the employee.

On Call. Employees are in on-call status if instructed by their Appointing Authority to be available to work during an off-duty period. When in on-call status, employees are not required to remain in a fixed location, but must leave word where they may be reached by telephone or by an electronic signaling device. Appointing Authorities who require employees to be on-call shall develop plans to reimburse those employees and submit them to the Commissioner for approval.

Chapter 3. HOLIDAYS

Eligibility. All employees in payroll status are eligible for paid holidays except intermittent employees, non-tenured laborers, emergency employees, student workers, interns, and project employees. However, temporary employees shall not be eligible for the floating holiday.

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

<u>Holiday</u>	<u>1987-88</u>	<u>1988-89</u>
Independence Day	Friday, July 3, 1987	Monday, July 4, 1988
Labor Day	Monday, September 7, 1987	Monday, September 5, 1988
Veterans Day	Wednesday, November 11, 1987	Friday, November 11, 1988
Thanksgiving Day	Thursday, November 26, 1987	Thursday, November 24, 1988
Day after Thanksgiving	Friday, November 27, 1987	Friday, November 25, 1988
Christmas	Friday, December 25, 1987	Monday, December 26, 1988
New Year's	Friday, January 1, 1988	Monday, January 2, 1989
Martin Luther King's Birthday	Monday, January 18, 1988	Monday, January 16, 1989
Presidents Day	Monday, February 15, 1988	Monday, February 20, 1989
Memorial Day	Monday, May 30, 1988	Monday, May 29, 1989

When any of the above holidays falls on an employee's regularly scheduled day off, the employee's scheduled work day either before or after the holiday, at the option of the Appointing Authority, shall be scheduled as a holiday for that employee, unless other arrangements are agreed to between the Appointing Authority and the employee.

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

Substitute Holiday. The Appointing Authority may designate substitute or floating holidays for the observance of Veteran's Day, President's Day and the day after Thanksgiving.

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

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

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

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

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

In the Departments of Corrections and Human Services employees not eligible for time and one-half overtime shall receive a holiday bonus of \$10.00 for each 4 hours or portion thereof worked up to a maximum of \$20.00 for those hours specifically assigned by the supervisor and worked on a holiday.

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

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

Chapter 4. VACATION LEAVE

Eligibility. All employees who are appointed for a period in excess of 6 months and are in payroll status are eligible after completion of the first 6 months of State service to accrue vacation leave except intermittent employees, non-tenured laborers, emergency employees, temporary employees (6 months or less), student workers, interns, and project employees.

Accruals and Accumulation. A full-time employee shall accrue vacation leave each pay period according to the rates provided below. After completion of the first 6 months of State service, an employee shall be credited with vacation leave back to the date of hire in an eligible position. An employee 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. Effective the first full pay period following approval by the Legislative Commission on Employee Relations, vacation leave may be accumulated to any amount provided that once during each fiscal year each employee's accumulation must be reduced to 260 hours or less (275 hours for Health Treatment Professionals). If this is not accomplished prior to the last full payroll period of the fiscal year, the employee's accumulation shall automatically be reduced to 260 hours (275 hours for Health Treatment Professionals) at the end of the last payroll period of the fiscal year.

In emergency situations, the Commissioner may temporarily suspend the maximum number of hours which may be accumulated.

As used below, "Length of Service" includes all time served in eligible status but does not include time on suspension or unpaid non-medical leaves of absence which exceed one full pay period in duration.

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

VACATION ACCRUAL SCHEDULE FOR FULL-TIME EMPLOYEES

<u>Length of Service</u>	<u>Employees</u>	<u>Health Treatment Professionals</u>
0 through 5 years	4 hours	6 hours
After 5 through 8 years	5 hours	7 hours
After 8 through 10 years	7 hours	7.5 hours
After 10 through 12 years	7 hours	8 hours
After 12 through 20 years	7.5 hours	8 hours
After 20 through 25 years	8 hours	8.5 hours
After 25 through 30 years	8.5 hours	9 hours
After 30 years	9 hours	9 hours

An eligible employee who moves without a break in service to a Commissioner's Plan position from any other position in Minnesota State government shall have his/her accumulated vacation leave and length of service transferred.

An employee who is appointed to a position covered by this Plan within a year of separation from another public jurisdiction may, at the Appointing Authority's discretion, transfer length of service credit for purposes of vacation accrual. Former Legislators who are appointed to positions in the Executive Branch within four years of the end of their term in the Legislature shall receive full credit for their length of service in the Legislature. The length of service credit for former Legislators who are currently covered by this plan shall be effective at the beginning of the first pay period following approval by Legislative Commission on Employee Relations.

An eligible employee who is reappointed to State service within four years from the date of separation in good standing from any position in Minnesota State government shall accrue vacation leave according to the length of service the employee had attained at the time of separation.

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

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

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

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

Vacation Leave Upon Separation. An eligible employee who separates from State service shall be compensated in cash, at the employee's current rate of pay, for all vacation leave credited at the time of separation to a maximum of 260 hours (275 hours for Health Treatment Professionals). Vacation leave may not be used alone or in combination with unpaid leave on separation from the state service to extend insurance coverage. Employees on seasonal layoff may, at the Appointing Authority's discretion, be allowed to retain their accumulated vacation leave.

Chapter 5. SICK LEAVE

Eligibility. All employees who are appointed for a period in excess of 6 months and are in payroll status are eligible to accrue sick leave except intermittent employees, non-tenured laborers, emergency employees, temporary employees (6 months or less), student workers, interns, and project employees.

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

An eligible employee who moves without a break in service to a Commissioner's Plan position from any other position in State government shall have his/her accumulated sick leave balance and bank, if any, transferred. If the previous accrual rates and maximum accumulations were greater than those provided in this Plan, leave balances and banks shall be transferred in amounts equal to what the employees would have accumulated under this Plan.

An eligible employee who is reappointed to State service within four years from the date of separation in good standing from any other position in State service shall have his/her sick leave balance and bank, if any, restored provided that any employee being reappointed after receiving severance pay shall have his/her leave restored proportionately by deducting the hours which were paid as severance. If the previous accrual rates and maximum accumulations were greater than those provided in this Plan, leave balances and banks shall be restored in amounts equal to what they would have accumulated under this Plan.

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

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

- illness or disability;
- medical, chiropractic, or dental care for the employee;
- exposure to contagious disease which endangers the health of other persons;
- birth or adoption of an employee's child, not to exceed three days;
- inability to work during the period of time that the doctor certifies that the employee is unable to work because of pregnancy or childbirth;
- illness or disability of family members of the same household or other dependents for such reasonable periods as the employee's attendance may be necessary;

- to arrange for necessary nursing care for members of the family, not to exceed three days; or
- to attend the funeral of a close relative, stepchild, parents or grandparents of the spouse or ward for a reasonable period, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

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

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

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

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

Chapter 6. OTHER LEAVES OF ABSENCE

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

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

- Court appearance leave for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the employee's State job. The employee shall receive regular pay for such appearances or attendances, including necessary travel time, provided that any fee received, exclusive of paid expenses, is returned to the State. Any employee who must appear and testify in private litigation, not as an officer of the State but as an individual, shall be required to use vacation leave, leave of absence without pay, or compensatory time unless, by mutual consent with the Appointing Authority, the employee is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.
- Jury duty leave for time to serve on a jury provided that when not impaneled for actual service, but only on call for service, the employee 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 authorities to active service or to attend a training program. This leave shall be limited to 15 working days per calendar year.
- Voting time leave in accord with M.S. 204C.04 for employees eligible to vote in any statewide general election or any election to fill a vacancy in the United States Congress provided that the leave is for a period of time long enough to vote during the forenoon of the election day.
- 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 as amended in 1985 to prepare for and engage in world, Olympic, or Pan American games competition.
- Blood Donation leave shall be granted to employees to donate blood at an onsite and Appointing Authority endorsed program.

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

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

has exhausted his/her accumulation of sick leave due to an extended illness or injury. When disability retirement is granted, leaves shall continue until regular retirement age is reached.

- 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. In the case of adoption, the leave will begin on the date requested by the employee. In the case of a natural birth, the leave will begin either on the date requested by the employee or the date of birth of the child, whichever comes first. Sick leave used prior to the birth of the child with a medical practitioner's statement will not reduce the duration of the family leave. Sick leave or vacation used following the birth of the child will not have the effect of extending the six-month family leave. Upon request, the Appointing Authority may extend the leave up to a maximum of one year.
- Military leave in accord with M.S. 192.261, subdivision 1, for entry into active military service in the armed forces of this State or of the United States for the period of military service up to four years plus any additional time, in each case, as the employee may be required to serve pursuant to law. If such leave results from an order to active service by the appropriate authority, the employee shall continue to accrue vacation leave in accordance with Chapter 4 for 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 employee is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the employee is a convention delegate or alternate, provided that the leave is requested ten days prior to the leave start date.
- Public office leave in accord with M.S. 43A.32, subdivision 2, for an employee in the classified service:
 - upon assuming an elected Federal or an elected State public office other than State legislative office or if elected to State legislative office, during times the Legislature is in session or upon assuming any other elected public office if, in the opinion of the Commissioner, the holding of the office conflicts with the employee's regular State employment; or
 - at the employee's request upon filing as a candidate for any elected public office or any time during the course of the employee's candidacy.
- VISTA or Peace Corps leave for a period not to exceed four years.

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

- Temporary leave for salary saving purposes provided that this leave shall not be less than one full day and shall not exceed 60 consecutive days at any one time and that an Appointing Authority

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

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

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

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

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

Chapter 7. PROBATIONARY AND TRIAL PERIODS

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

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

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

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

- Insufficient work time employees shall serve probationary periods of the same length as is provided in the appropriate collective bargaining agreement for employees in the same class and employment condition.
- Intermittent employees shall serve a probationary period of 1044 hours.
- Health Treatment Professionals shall serve probationary periods of one year.
- An Appointing Authority may reduce the length of a Health Treatment Professional's required probationary period to not less than 6 months or an employee's optional probationary period to any length by providing written notice to the employee and the Commissioner of the determination to grant permanent status prior to completion of the probationary period initially established.
- With the prior approval of the Commissioner, an Appointing Authority may extend an employee's six-month probationary period for up to three additional months if the extension is desirable for reasons such as unanticipated change in the program or duty assignment or substantial change in performance. In such cases, the Appointing Authority shall provide the employee with written notice of the length of the extension prior to the end of the six-month probationary period initially established.
- Prior to referral of names from an eligible list or noncompetitive appointment in accord with M.S. 43A.15, and upon the approval of the Commissioner, an Appointing Authority may establish a probationary period of up to one year for administrative, technical, or professional positions for which six months is insufficient to expose

an employee to all the duties and responsibilities of the position. Such probationary periods may not be extended. An employee required to serve a probationary period of more than six months in accord with this provision shall be provided written notice by the Appointing Authority prior to the appointment date.

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

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

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

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

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

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

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

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

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

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

Assigned Training. Training and education may be necessary to meet the goals of State agencies to have employees function appropriately in their positions and to prepare employees to accept expanded responsibilities. Employees who are required by their Appointing Authorities to participate in training programs shall be released from their work assignments and shall be paid for their normal hours of work. Expenses incurred shall be reimbursed in accord with Chapter 15. With the prior approval of the Appointing Authority, an employee required to attend continuing education courses in order to maintain professional licensure necessary to his/her State employment shall be released from work to attend courses determined to be relevant to the job.

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

employee's request for training and provide released time and/or reimbursement in accord with Administrative Procedure 21A-C and Chapter 15. An employee must successfully complete the training to be eligible for reimbursement.

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

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

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

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

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

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

Effects of Reallocation. If a position is reallocated, the incumbent shall be promoted under the provisions of M.S. 43A.15, subdivision 5, or transferred or demoted under the provisions of M.S. 43A.15, subdivision 6, provided that the employee possesses any required license, certificate or registration. If the reallocation results in the demotion of the incumbent, the employee's name shall be placed on the Commissioner's Plan Agency and Class layoff lists in

accord with the provisions of Chapter 10 for the class from which s/he was reallocated. If the employee does not possess any required license, certificate or registration, s/he shall be subject to the layoff provisions of Chapter 10 and the position shall be filled in accord with law, rules, and Administrative Procedures.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- all time since the last date of appointment to unlimited status in the class through appointment from an eligible list, appointment in accord with M.S. 43A.15, subdivisions 4, 5, 6, 7, 8, 10, 11, or 12, or reinstatement;
- all time served in unlimited classified appointments in higher or comparably paid positions determined by the Commissioner to be related to the current class provided that the employee has not had a break in employment; except that for employees whose positions are reallocated to a lower or equal class after January 1, 1980, seniority shall include service in the class from which they were reallocated regardless of whether or not the higher or equal class is related to the class to which reallocated. Employees whose positions were reallocated to an equal class after January 1, 1980, shall have until November 1, 1987 to notify their Personnel Office of such reallocation.
- all time during which an employee is in layoff status or is on an approved leave of absence provided the employee returns to State service upon recall or expiration of an approved leave.

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

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

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

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

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

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

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

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

Option 1: Accept the layoff.

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

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

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

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

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

employee whose position has been abolished to the resultant vacancy before effecting a layoff.

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

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

Option 1: Accept the layoff.

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

(a) the same class and employment condition; or if the same class is not available,

(b) any comparable or lower class in which the employee previously served in order of previous service.

Option 3: Accept a reduction in hours or a vacancy offered by the Appointing Authority in the same agency, same or different employment condition, and the same class or any comparable or lower class for which the employee is determined qualified by the Commissioner.

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

Option 5: Accept a transfer or demotion to a vacancy in a different agency or organization unit in the same class or in a comparable or lower class unless determined to be not qualified for the position by the Commissioner. The Appointing Authority for the new agency or organization unit shall not unreasonably deny a request for a transfer or demotion which would avert layoff. The employee may not request a transfer or demotion to another agency or organization unit if

a vacancy has been offered in the employee's current agency or organization unit in a comparable or higher class in the same or a greater employment condition within 35 miles of the same geographic location.

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

Exception to Layoff in Seniority Order. The Appointing Authority may depart from inverse seniority order of layoff or bumping if the otherwise required layoff or demotion in lieu of layoff would increase, or result in, a disparity with the agency's affirmative action goals established under Personnel Rule 3905.0600. In such cases, the employee exercising bumping rights shall displace the least senior employee in the class, agency, organizational unit, and employment condition whose layoff or demotion would not increase or result in a disparity.

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

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

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

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

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

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

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

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

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

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

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

Forms of Discipline.

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

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

- D. Discharge of Employee With Permanent Status. Discharge requires a written notice, no later than one day prior to effective date of discharge. The notice of discharge shall include the following:
 - (1) nature of the disciplinary action;
 - (2) specific reasons for the action;
 - (3) effective date of the action;

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

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

Investigatory Suspension. The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory suspension without pay provided a reasonable basis exists to warrant such suspension. If the investigatory suspension extends beyond 14 calendar days, the employee shall be placed on suspension with pay for the duration of the investigatory suspension. If, as a result of the investigation, no discipline is imposed on the employee, he/she shall be reimbursed for all lost pay.

An employee on unpaid investigatory suspension shall continue to receive State paid insurance benefits as provided in this Plan.

Personnel Records. At the request of the employee, a written reprimand or written record of a suspension of ten days or less shall be removed from the employee's personnel record provided that no further disciplinary action has been taken against the employee for a period of two years following the date of the written reprimand or three years following the date of the suspension.

Application. This chapter covers resolution of disputes concerning interpretation and application of the Commissioner's Plan, disciplinary action as defined in Chapter 11 and non-certification of probationary employees.

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

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

Non-Certification. Failure to attain permanent status in a class is appealable through Step 3 of the Dispute Resolution Procedure below. Employees serving a subsequent probationary period may have return rights as described in Chapter 7.

Disciplinary Actions, Other Than Discharge.

Oral reprimands are not appealable.

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

Unclassified employees and employees on initial probation may appeal a suspension, reduction in pay or demotion through Step 3 of the Dispute Resolution Procedure below.

Permanent employees, employees on a subsequent probationary period and employees on an unclassified service leave of absence may appeal a suspension, reduction in pay or demotion under the provisions of M.S. 43A.33, Subdivisions 3(a) and 4. (Described in Step 4b of the Dispute Resolution Procedure below.) Employees are encouraged to use the Dispute Resolution Procedure through Step 3 below while appealing under the provisions of M.S. 43A.33, Subdivisions 3(a) and 4.

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

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

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

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

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

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

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

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

Step 4b: A permanent status employee may appeal a suspension, reduction in pay, demotion or discharge at any step of the Dispute Resolution Procedure to the Office of Administrative Hearings as provided under M.S. 43A.33, Subdivision 3(a) and 4.

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

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

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

Dependent. Eligible dependents for the purposes of this section include the employee's spouse (if not legally separated and subject to the provisions noted below), unmarried dependent children from birth to age 19 or to age 23 if the child is a full time student at an accredited educational institution, or to any age if such dependent child qualifies under the terms of the health insurance 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 includes the employee's own children, legally adopted children or children placed for adoption, foster children, and step-children. Foster and step-children must be dependent upon the employee for their principal support and maintenance.

A grandchild is an eligible dependent if: (1) the grandchild is placed in the custody of the employee, (2) the grandchild is legally adopted by the employee, or (3) the grandchild is the child of an employee's unmarried dependent.

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

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.

Effective Date. The provisions of this Chapter shall be effective on September 30, 1987, provided that during the period July 1, 1987 through September 30, 1987, 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, 1987.

Benefits for individual employees and their dependents shall become effective on the first day of the first pay period beginning on or after the 28th calendar day following the first day of employment. An employee must be actively at work on the effective date of coverage except that an employee who is on paid leave on the date State-paid life insurance benefits increase shall also be entitled to the increased life insurance coverage. Dependents who are

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

Open Enrollment. There shall be an open enrollment period of a minimum of 30 calendar days beginning on or before September 1, 1987, to allow employees to make changes in their selected coverages from the available health and dental insurance programs. There shall be an additional open enrollment period for health insurance beginning on or before November 1, 1988, and lasting for at least 30 calendar days. Changes in coverages shall become effective at the beginning of the pay period nearest to the beginning of the applicable insurance year or the first day of the first full payroll period following the employee's retirement.

Health Insurance. An eligible employee may select coverage under any one of the health maintenance organizations, 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 available from your Designated Departmental Insurance Representative.

- The State shall contribute toward the cost of employee coverage, an amount equal to the total monthly employee-only premium of the carrier with the lowest monthly premium for family coverage operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.
- The State shall contribute toward the cost of dependent health coverage, an amount equal to 90% of the total monthly dependent-only premium of the lowest cost carrier as determined by monthly premium for family coverage operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.

Effective September 30, 1987 the fee-for-service plan shall pay as follows:

In-Patient Hospital Services: After an annual deductible for \$100 per employee or \$200 per family, 80% of the first \$3,000 of allowable charges and 100% of the remainder occurring in the calendar year. When one family's payment in satisfaction of their co-payment reaches \$1,200 in a calendar year, no added amounts shall be required for this purpose. Diagnostic lab and x-ray services are reimbursed at 100% with no deductible when provided as an in-patient hospital case.

Out-Patient Hospital, Surgery Center and Home Health Agency Services:

Hospital Out-Patient:

100% of all allowable charges except for:

- Non-emergency visits. 80% of costs will be reimbursed.
- Lab tests and x-rays for reasons other than medical emergency, injury or preadmission tests. 80% of costs will be reimbursed.
- Chemical dependency. Chemical dependency care will be reimbursed 100% up to 130 hours of treatment per calendar year.

- Mental illness care. 80% of the first ten (10) hours per calendar year of mental illness care will be reimbursed. 80% of hours eleven (11) through forty (40) per calendar year for serious and persistent mental disorders care will be reimbursed.
- Covered providers and facilities for mental health and chemical dependency care are limited to those licensed by the State of Minnesota or those pre-authorized.

Ambulatory Surgery Centers:

100% of all allowable charges.

Home Health Agencies:

With prior authorization, 100% of home health care to a maximum of \$5,000 per calendar year will be reimbursed.

Health Services of Health Treatment

Professionals:

- AWARE Gold physician, chiropractor, podiatrist or optometrist: 100% of all allowable charges. "Allowable Charges" include but are not limited to:

physical examinations
well-child care
doctor visits
professional surgery fees
eye examinations (limited to one (1) routine examination per year)
pregnancy-related care

Diagnostic lab and x-ray services are reimbursed 100% with no deductible when provided by an AWARE Gold professional.

- AWARE professionals: 80% of the first \$3,000 and 100% thereafter of usual and customary charges after a deductible of \$100. Diagnostic lab and x-ray services are reimbursed 80% after a \$100 deductible when provided by an AWARE professional.
- Non-AWARE professionals: Same as for AWARE providers, except employee is responsible for any charges in excess of usual and customary. Diagnostic lab and x-ray services are reimbursed 80% after a \$100 deductible when provided by a non-AWARE professional. Spinal manipulations are limited to fifteen (15) services when provided by a non-AWARE professional.

Mental illness care is reimbursed at 75% of hours eleven (11) through forty (40) per calendar year for serious and persistent mental disorders when provided by a non-AWARE professional.

Other Covered Health Services:

Drugs - Covered 100% after a co-payment of \$4.50 per prescription for formulary drugs and \$10.00 per prescription for non-formulary drugs.

Supplies - Reimbursed 80% with no deductible.

Ambulance - Reimbursed 80% with no deductible. (Air Ambulance may be covered if it is the only medically acceptable means or on a first response basis.)

Maximum lifetime benefits to \$1,000,000.

Dental Insurance. An eligible employee may select coverage under the fee-for-service dental plan offered by the Employer or any other dental plan offered by the Employer. A brief description of the available plans is available from your Designated Departmental Insurance Representative.

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

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

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance</u>	<u>Accidental Death and Dismemberment - Principal Sum</u>
\$10,001 to 15,000	\$15,000	\$15,000
\$15,001 to 20,000	\$20,000	\$20,000
\$20,001 to 25,000	\$25,000	\$25,000
\$25,001 to 30,000	\$30,000	\$30,000
\$30,001 to 35,000	\$35,000	\$35,000
\$35,001 to 40,000	\$40,000	\$40,000
\$40,001 or more	\$45,000	\$45,000

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

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

Life insurance for employees and dependents shall be available on the same terms as for comparable full-time employees.

Employee Change in Work Location. The Employer contribution for each employee is based on the employee's permanent work location on the effective date of each new insurance year unless the employee must change his/her health insurance carrier as a result of moving to a new permanent work location.

Eligibility for Optional Self-Paid Insurance. An employee retiring prior to age 65 with 10 or more years of credited pension service and eligible 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. The 10 year service requirement shall not apply to employees covered by the Unclassified Employees Retirement Plan.

There shall be an open enrollment period for 30 calendar days immediately preceding the date of retirement.

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

- Up to \$105,000 (\$200,000 for Health Treatment Professionals) 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 the principal sum carried by the employee for the spouse shall also be available for purchase by the employee. Spousal coverage requires evidence of insurability. Dependent coverage requires evidence of insurability if it is applied for after the first sixty (60) days of employment. In the event the employee becomes totally disabled before age 70, there shall be a waiver of premium for all additional insurance coverage that the employee had at the time of disability.
- Short-term salary continuance insurance of \$140-\$1,500 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and from the eighth day of disabling illness.
- Long-term salary continuance insurance of \$200-\$1,000 per month, based on the employee's salary, beginning on the 181st day of total disability, subject to evidence of insurability. In the event the employee becomes totally disabled before age 70, the premiums on this benefit shall be waived.
- Accidental death and dismemberment insurance of principal sum benefits in amounts ranging from \$5,000 to \$100,000, subject to evidence of insurability for coverage purchased in excess of \$15,000. Coverage ranging from \$5,000 to \$25,000 may also be purchased for the employee's spouse but not in excess of the amount carried by the employee.

Workers' Compensation. When an employee has incurred an on-the-job injury or disability and has filed a claim for workers' compensation and when the liability for paying the claim is disputed, medical costs connected with the injury or disability shall be paid by the health maintenance organization or the health insurance carrier pursuant to the provisions of M.S. 176.191, subdivision 3.

Early Retirement Incentive.

- A. Eligibility. Employees of the Department of Corrections and the State Patrol who are covered by the Corrections and State Patrol Retirement Funds who have attained the age of 55 years and who have not yet attained the age of 65 years on January 31, 1988 and who are eligible for an

annuity may opt for an early retirement incentive. In order to be eligible for this incentive the employee must retire on or before January 31, 1988. This provision shall expire January 31, 1988.

Such employees who attain the age of 55 after January 31, 1988 and before the expiration day of this Plan may choose during the pay period in which his/her 55th birthday occurs to exercise the early retirement incentive option.

- B. Incentive. Employees who are eligible and who elect to exercise the option to retire early shall receive the State paid portion of health and dental insurance benefits for themselves and their dependents until the employee reaches age 65 provided the employee was eligible for such benefits at the time of retirement. The employee shall receive the health and dental insurance coverage to which the employee was entitled at the time of retirement, subject to any changes in coverages in accord with this or any subsequent Plan.

Continuation of Coverage.

- A. Employer Contribution. All eligible employees with three (3) years or more of continuous service who have been laid off under the provisions of Chapter 10 shall continue to be eligible to receive the benefits provided under this Chapter for a period of six (6) months from the date of layoff unless such benefits are provided to the employee by another employer.
- B. Employee Paid. Employees and their eligible dependents shall have the opportunity to pay for a temporary extension of group health and group dental benefits if coverage would otherwise terminate due to:
- 1) termination of employment,
 - 2) layoff,
 - 3) reduction in hours to an ineligible status,
 - 4) dependent child becoming ineligible due to age or student status,
 - 5) death of employee, or
 - 6) divorce.

The length of continuation coverage shall be determined by state and federal law.

Death Benefit. Employees who retire on or after the effective date of this Plan shall be entitled to a \$500 cash benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement program. A \$500 cash benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

Chapter 14. SALARY ADMINISTRATION

Salary Ranges. Each classified position is assigned, and each unclassified position is compared, to a specific job class at the time a position is established. Effective July 1, 1987, each class (except those for which a salary rate or range is established by law) shall be assigned to a salary range as indicated in Appendix E consisting of minimum and maximum or a single rate. The Commissioner may reassign or recompare positions to different classes and may reassign classes to different salary ranges.

The salary ranges in Appendix F are effective July 1, 1987. Compensation grids for those series which have a January, 1988 change are contained in Appendix G and those reflecting July, 1988 rates in Appendix H.

Classes Assigned to:	Employee Group	Appendix F Grids July, 87	Appendix G Grids January, 88	Appendix H Grids July, 88
Series L, Ranges 42-77	Service, Health Care Professional, and Clerical	1		9
Series C, Ranges 42-77	Technical	2		10
Series A, Ranges 1-30	Professional	3	7	11
Series J, Ranges 1-29	Supervisory	4	8	12
Series G, Ranges 51-56	Nurses	5		13
Series G, Ranges 75-86	Health Treatment Professional	6		14

Salary Rates and Limits. The salary rate for each employee shall be set by the Appointing Authority within the limits of the salary range to which the employee's class is assigned subject to the limitations of Personnel Rule 3900.2100 and this Chapter. An employee's salary rate may not exceed the range maximum except as provided in this Chapter or by law. The actual salary established by the Governor for an agency head listed in M.S. 15A.081 shall serve as the upper limit of compensation for all employees in that agency. The Commissioner may grant an exemption not to exceed the employee's salary range maximum or 120% of the agency head's salary, whichever is less, as provided by M.S. 43A.17, subdivision 3, or an exemption in accord with M.S. 43A.17, subdivision 4.

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

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

- Examination Monitor 1 - 7.15/hr.
- Examination Monitor 2 - 8.50/hr.
- Examination Monitor 3 - 9.00/hr.

Interns. An intern, as defined in M.S. 43A.02, subdivision 24, may be paid or unpaid at the Appointing Authority's discretion. If an intern is to be paid, the rate of pay shall be no less than the current minimum wage established by the Federal Fair Labor Standards Act and no more than the minimum rate of the

comparable entry level professional class covered by this Plan. A paid intern shall not be eligible for performance-based salary increases, but may be granted increases in accordance with the provisions of an internship agreement.

Medical Specialists. Effective July 1, 1987, the following salary ranges shall apply to doctors of medicine covered by M.S. 43A.17, subdivision 4:

	FY 88 Annual <u>Minimum</u>	FY 88 Annual <u>Maximum</u>	FY 89 Annual <u>Minimum</u>	FY 89 Annual <u>Maximum</u>
A	\$51,650	\$ 71,892	\$59,398	\$ 82,676
B	60,342	86,203	69,393	99,133
C	64,689	103,492	74,392	119,016
D	67,931	108,655	78,121	124,953

Each eligible doctor 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 doctor's performance appraisal rating. A doctor may be granted one performance increase each fiscal year, but no later than the beginning of the first full pay period in January.

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

If a proposed 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. Doctors at or above the salary range maximum, except those for whom increases are prohibited by law, may also receive performance pay in lump sums. The aggregate percentage increase granted to doctors in any agency in any fiscal year may not exceed six percent (6%) of the total base salaries for doctors in each agency.

General Salary Adjustment Amounts.

A. Clerical and Office, Service and Technical Employees.

1. July 1, 1987 - 3%
2. July 1, 1988 - 3%

B. Professional Employees.

1. July 1, 1987 - 2%
2. January 6, 1988 - 1.25%
3. July 6, 1988 - 3%

C. Supervisory Employees.

1. July 1, 1987 - 2%
2. January 6, 1988 - 1.25%
3. July 1, 1988 - 3%

D. Registered Nurses and Health Treatment Professionals.

1. July 1, 1987 - 3%
2. July 1, 1988 - 3%

In addition, supervisory range minimums and employee rates which are equal to or lower than step 7 of Series J ranges shall be increased by 1% on January 6, 1988.

General Salary Adjustments Eligibility. On the dates indicated above, the salary rate in effect for each employee (except those for whom increases are prohibited by law or as otherwise noted in this Chapter) shall be increased by the appropriate general adjustment amount except as provided below:

Employees paid above the maximum of the salary range to which their class is assigned as the result of the reallocation of their position to a lower class as part of a study are eligible for all general adjustments applicable to their class. If an employee's rate of pay exceeds the maximum of his/her salary range for other reasons prior to a general adjustment but that rate falls within the adjusted range, that employee will be paid at the maximum of the new range. However, if the employee's rate of pay continues to exceed the maximum of the adjusted range, the employee will continue to be paid at the rate in effect prior to the general adjustment.

Performance-Based Salary Increases. All employees except Medical Specialists and insufficient work time employees (except those for whom salary increases are prohibited by law) are eligible to advance through their salary ranges as provided by performance-based increases granted by an Appointing Authority in accord with the provisions of this section effective January 6, 1988 and January 4, 1989. Such increases may be delayed and, if granted, shall be effective no later than the beginning of the first full payroll period in the following June. If a proposed increase would result in a salary rate above the salary range maximum, the portion of the increase which would exceed the range maximum shall be paid in a lump sum. Employees at or above the salary range maximum may also receive performance pay in lump sums. The total annual salary paid to an employee plus any lump sums shall not exceed the upper limit of compensation as provided in this Chapter. The aggregate of such increases in each year in an agency shall not exceed 3.5% of the annual salary base for eligible employees.

Salary on Promotion. Upon promotion, an employee shall receive a salary increase at the Appointing Authority's discretion not exceeding the greater of 12% or the mid-point of the salary range for the new class. An Appointing Authority may grant a larger increase with advance approval from the Commissioner. No promotional increase shall be granted which would place an employee's rate of pay above the salary range maximum.

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

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

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

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

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

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

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

Project Labor Rates. The Commissioner may authorize an Appointing Authority to pay an employee in a skilled labor class at a rate not to exceed 170% of the normal maximum for that class if the employee is engaged in a construction project of a short-term and non-recurring nature. Such employees shall not receive any of the benefits related to State employment.

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

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

- separation other than discharge after 20 years of continuous State employment; or
- termination resulting from abolition of unlimited, unclassified position after 5 years of continuous State employment.

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

An employee may choose to:

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

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

Health and Dental Premium Expense Account. Effective on or after January 1, 1988, the Employer agrees to provide insurance eligible employees with the option to pay for the employee portion of health and dental premiums on a pretax basis as permitted by law or regulation.

Dependent Care Expense Account. Effective on or after January 1, 1989, the Employer agrees to provide insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

Chapter 15. EXPENSE REIMBURSEMENT

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

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

<u>Situation</u>	<u>Rate Per Mile</u>
• 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 employee.	\$.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 employee demonstrates 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, employees in travel status may be reimbursed for expenses described below in the amounts actually incurred not to exceed any maximum amounts specified below.

Where anticipated expenses total at least \$100.00, the Appointing Authority shall advance the employee the amount of the anticipated expenses upon the employee's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the employee shall return the excess within two weeks of return from travel. The Appointing Authority may issue the employee a state-owned credit card in lieu of a travel advance.

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

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

- Except for the metropolitan areas listed below, meals, including tax and a reasonable gratuity, not to exceed \$6.00 for breakfast provided that the employee leaves home before 6:00 a.m. or is away from home overnight; \$7.00 for lunch provided that the employee is in travel status and more than 35 miles away from his/her normal office, or is away from home overnight; and \$12.00 for dinner provided that the employee cannot return home until after 7:00 p.m. or is away from home overnight. For the following metropolitan areas the maximum reimbursement shall be:

Breakfast	=	\$ 7.00
Lunch	=	\$ 8.00
Dinner	=	\$14.00

The metropolitan areas are:

Atlanta	Miami
Boston	New Orleans
Chicago	New York City
Cleveland	Philadelphia
Dallas	San Diego
Denver	San Francisco
Hartford	Seattle
Houston	Washington, D.C.
Los Angeles	

Employees who are in travel status for two or more consecutive meals shall be reimbursed for the actual costs of the meals up to the combined maximum amount for the reimbursable meals.

- Hotel and motel accommodations provided that employees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.
- All work-related long distance telephone calls provided that the employee does not have a State telephone credit card or is unable to bill the call to the office telephone number.
- Actual, documented personal telephone call charges. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by two (2) dollars.
- Reasonable costs of dry cleaning and laundry services, not to exceed \$16.00, each week after the first week an employee is in continued travel status.
- Reasonable baggage handling costs.
- Parking fees and toll charges.

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

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

Chapter 16. RELOCATION EXPENSES

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

- 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 more than 35 miles from the employee's present work location; or
- a move is incurred as the result of reassignment, transfer, or demotion to a new position more than 35 miles from the employee's present work location necessitated by application of the layoff provisions of Chapter 10.

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

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

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

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

- For a 90 day period, travel expenses as provided in Chapter 15 for the:
 - employee to return to the original work location once each week.
 - employee's spouse to travel between the two locations twice during the period, including mileage, meals, and lodging, not to exceed a total of seven days.
 - employee's family to travel to the new work location at the time the move is made, including meals, mileage and lodging.
- Realtor's fees on the home being sold by the employee or fees required in order to break a lease on the employee's rented domicile.
- The cost of moving and packing household goods, subject to the receipt of bids as required by the Procurement Division of the Department of Administration and to the approval of the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods.
- Documented miscellaneous expenses directly related to the move.

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

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

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

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

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

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

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

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

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

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

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

Hazardous Occupation Injuries. An employee of any State Corrections or Human Services Facility, any Department of Veterans Affairs Home, the Faribault Residential Academies and Resource Center who incurs a disabling injury in the ordinary course of employment may be eligible for injured-on-duty pay. Such injury must be the direct result of aggressive, criminal and/or intentional acts, or their consequences, by a person who is a resident or is under the custodial control of a correctional, educational, veterans', or welfare institution; or the injury must have occurred while attempting to apprehend, restrain, or take into custody an institutional inmate or resident, or suspected violator of the law.

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

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

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

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

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

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

APPENDIX A - GLOSSARY

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

15. "Initial Probationary Period" means the first probationary period served by an employee upon entry to the classified service (see Probationary Period).
16. "Intermittent Employee" means an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.
17. "Intern" means an individual who, for work experience, is receiving academic credit from or is fulfilling an academic requirement of an accredited educational institution.
18. "Medical Specialist" means an exceptionally qualified doctor of medicine whose compensation is established in accord with M.S. 43A.17, subdivision 4.
19. "M.S." means the Minnesota Statutes.
20. "Organizational Unit" means a subdivision of an agency.
21. "Pay Period" means the two week period of time beginning on a specified Wednesday and ending on the second Tuesday following, which is used for calculating each employee's wages for that two week period.
22. "Payroll Status" means that an employee is receiving payment for hours worked or for hours on an approved paid leave.
23. "Part-time Employee" means an employee who is normally scheduled to work on a regular and recurring schedule of less than 80 hours in a pay period.
24. "Permanent Status" means the state or condition achieved by a tenured laborer or by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement or reemployment, or whose probationary period is waived through specific statutory direction.
25. "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.
26. "Promotion" means the upward movement of an employee from a position in one class to a position in another class where the second class is assigned to a higher salary range and the positions are not transferable.
27. "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.
28. "Reallocation" means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position.
29. "Reassignment" means the management-directed movement of an employee between two positions in the same class and agency.

30. "Reclassification" means changing the assignment of a position to a higher, lower, or comparable class.
31. "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.
32. "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.
33. "Related Classes" means those classes which are similar in nature and character of work performed and which require similar qualifications.
34. "Student Worker" means an unclassified employee in accord with M.S. 43A.08, subdivision 1(q), who is currently enrolled in an educational institution while working part-time or full-time. Student workers differ from interns in that they are not working to fulfill an academic requirement or to receive academic credit.
35. "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.
36. "Transfer" means the lateral movement of an employee between two positions in the same class or between two positions in different classes where both classes are assigned to the same or comparable salary ranges. This lateral movement may occur within an agency or organizational unit or between two different agencies or organizational units. Reassignment of an employee does not constitute a transfer.
37. "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 1983, Rule 3900.0400.)

APPENDIX B - VACATION LEAVE PRORATION SCHEDULE
 Commissioner's Plan
 Except Health Treatment Professionals

LENGTH OF SERVICE REQUIREMENT

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

APPENDIX B - VACATION LEAVE PRORATION SCHEDULE
Health Treatment Professionals

LENGTH OF SERVICE REQUIREMENT

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

APPENDIX C - SICK LEAVE PRORATION SCHEDULE

<u>Number of hours worked during pay period.</u>	<u>Less than 900 hours.</u>	<u>900 hours and maintained.</u>
Less than 9.5	0	0
At least 9.5, but less than 19.5	.75	.25
At least 19.5, but less than 29.5	1	.50
At least 29.5, but less than 39.5	1.50	.75
At least 39.5, but less than 49.5	2	1
At least 49.5, but less than 59.5	2.50	1.25
At least 59.5, but less than 69.5	3	1.50
At least 69.5, but less than 79.5	3.50	1.75
At least 79.5	4	2

APPENDIX D -- HOLIDAYS

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

Hours That Would Have Been Worked During The Pay Period Had There Been No Holiday	Holiday Hours Earned For Each Holiday in the Pay Period
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Less than 9%	0
At least 9% but less than 19%	1
At least 19% but less than 29%	2
At least 29% but less than 39%	3
At least 39% but less than 49%	4
At least 49% but less than 59%	5
At least 59% but less than 69%	6
At least 69% but less than 72	7
At least 72	8

APPENDIX E - COMMISSIONER'S PLAN SALARY RANGE ASSIGNMENTS

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

<u>Class</u>	<u>Title</u>	<u>Series</u>	<u>July, 1987</u> <u>Range</u>
002372	Administrative Secretary Supv.	J	6H
000987	Administrative Systems Supv.	J	23I
001450	Affirmative Action Officer 4	A	14I
002422	Asst to Director Public Service	J	15I
000095	Attorney 1	A	14I
000096	Attorney 2	A	16I
002583	Benefits Specialist	A	6I
000142	Buyer Pharmacist	G	78I
008467	Capitol Complex Security Dir.	J	19I
001631	Cell Hall Director	J	19I
002782	Chief Classification Analyst	A	16I
002783	Chief Examination Analyst	A	16J
000159	Chief of Service	G	86F
002312	Compensation Attorney	A	16I
002313	Compensation Attorney, Principal	A	20I
002364	Compensation Program Analyst	A	17I
000199	Corr. Captain	J	19I
008538	Corr. Internal Affairs Invest.	A	12I
002507	Corr. Marketing Specialist	J	19I
000822	Dental Health Program Director	G	86I
000228	Dentist	G	83J
001901	Dir. Nurses (Gillette)		22I
002406	Employee Develop. Spec. 3 Supv.	J	15I
001411	Employee Develop. Spec. 4	A	14I
001977	Employee Develop. Supv.	J	18I
001587	Equal Opportunity Specialist	A	4I
008517	Examination Monitor 1		7.15 per hour
008518	Examination Monitor 2		8.50 per hour
008591	Examination Monitor 3		9.00 per hour
008168	Exec. Sec. Optometry Bd.	A	7I
001915	Exec. Sec. Public Empl. Rel. Bd.	A	10I
008868	Exec. Sec. Veterinary Medicine Bd.	A	18I
002133	Housing Financial Analyst	A	16I
000932	Institution Educ. Supv.	J	22J
002139	Institution Training Supv.	J	15I
002482	Labor Relations Representative	A	10I
002692	Labor Relations Rep., Principal	A	17I
002483	Labor Relations Representative, Sr.	A	14I
002078	Legislative Auditor, Principal	J	20J
002077	Legislative Auditor, Senior	A	11J
002076	Legislative Auditor, Staff	A	7I
002541	Management Development Tng. Crd.	A	14I
002546	Mediation Transcript. Specialist	L	63H
000075	Mediator	A	20I
002465	Merit System Personnel Coord.	A	16I
002675	NR Enforcement Supv.	J	20I

<u>Class</u>	<u>Title</u>	<u>Series</u>	<u>July, 1987</u> <u>Range</u>
000881	Personnel Aide	C	61I
001486	Personnel Aide, Senior	C	63I
002366	Personnel Aide, Senior - Supv.	J	7I
000499	Personnel Director 1	J	17I
000500	Personnel Director 2	J	20I
000498	Personnel Officer	A	5I
001423	Personnel Officer, Senior	A	8I
002367	Personnel Officer Supervisor	J	8I
002368	Personnel Officer, Supv. Sr.	J	12I
002426	Personnel Payroll Technician	C	61I
002428	Personnel Payroll Tech. Prin.	C	61I
000652	Personnel Representative	A	12I
001547	Personnel Services Supervisor 1	J	20I
002781	Personnel Services Supervisor 2	J	22I
002447	Personnel Transactions Coordinator	J	15J
000367	Pharmacist	G	75I
002040	Pharmacist Clinician	G	81I
001883	Pharmacist, Senior	G	79I
001677	Pharmacy Consultant	G	80I
001347	Pharmacy Surveyor	G	79I
001730	Pilot	A	16I
001731	Pilot Chief	J	23I
001324	Program Evaluation Spec. Princ.	J	19I
001617	Public Accounts Investigator	A	10I
000574	Public Health Physician 2	J	29I
002687	Safety Administrator	A	14I
000692	Staff Physician	G	82H
000664	Staff Physician, Senior	G	85F
007993	State Patrol Captain	J	22H
007992	State Patrol Lieutenant	J	20G
007994	State Patrol Major	J	24I
001902	Transport. Safety Director	J	19I
001639	Treasurer's Fiscal Act. Officer	A	12I
000751	Veterinarian	G	78I

APPENDIX F

Compensation Grid 1
Commissioner's Plan Service, Health Care Non-Professional, and Clerical
Series L, Ranges 42-77
Effective 07/01/87 - 06/30/88

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	
Series	Range													Range
L	42	YR	12,131	12,382	12,716	12,987	13,321	13,676	13,990	14,282	14,553	14,804		42
		MO	1,011	1,032	1,060	1,082	1,110	1,140	1,166	1,190	1,213	1,234		
		HR	5.81	5.93	6.09	6.22	6.38	6.55	6.70	6.84	6.97	7.09		
L	43	YR	12,382	12,716	12,987	13,321	13,676	13,990	14,282	14,553	14,804	15,117		43
		MO	1,032	1,060	1,082	1,110	1,140	1,166	1,190	1,213	1,234	1,260		
		HR	5.93	6.09	6.22	6.38	6.55	6.70	6.84	6.97	7.09	7.24		
L	44	YR	12,716	12,987	13,321	13,676	13,990	14,282	14,553	14,804	15,117	15,389		44
		MO	1,060	1,082	1,110	1,140	1,166	1,190	1,213	1,234	1,260	1,282		
		HR	6.09	6.22	6.38	6.55	6.70	6.84	6.97	7.09	7.24	7.37		
L	45	YR	12,987	13,321	13,676	13,990	14,282	14,553	14,804	15,117	15,389	15,764		45
		MO	1,082	1,110	1,140	1,166	1,190	1,213	1,234	1,260	1,282	1,314		
		HR	6.22	6.38	6.55	6.70	6.84	6.97	7.09	7.24	7.37	7.55		
L	46	YR	13,321	13,676	13,990	14,282	14,553	14,804	15,117	15,389	15,764	16,098		46
		MO	1,110	1,140	1,166	1,190	1,213	1,234	1,260	1,282	1,314	1,342		
		HR	6.38	6.55	6.70	6.84	6.97	7.09	7.24	7.37	7.55	7.71		
L	47	YR	13,676	13,990	14,282	14,553	14,804	15,117	15,389	15,764	16,098	16,433		47
		MO	1,140	1,166	1,190	1,213	1,234	1,260	1,282	1,314	1,342	1,369		
		HR	6.55	6.70	6.84	6.97	7.09	7.24	7.37	7.55	7.71	7.87		
L	48	YR	13,990	14,282	14,553	14,804	15,117	15,389	15,764	16,098	16,433	16,829		48
		MO	1,166	1,190	1,213	1,234	1,260	1,282	1,314	1,342	1,369	1,402		
		HR	6.70	6.84	6.97	7.09	7.24	7.37	7.55	7.71	7.87	8.06		
L	49	YR	14,282	14,553	14,804	15,117	15,389	15,702	16,098	16,433	16,829	17,226		49
		MO	1,190	1,213	1,234	1,260	1,282	1,308	1,342	1,369	1,402	1,436		
		HR	6.84	6.97	7.09	7.24	7.37	7.52	7.71	7.87	8.06	8.25		
L	50	YR	14,553	14,804	15,117	15,389	15,702	16,057	16,412	16,829	17,226	17,602		50
		MO	1,213	1,234	1,260	1,282	1,308	1,338	1,368	1,402	1,436	1,467		
		HR	6.97	7.09	7.24	7.37	7.52	7.69	7.86	8.06	8.25	8.43		
L	51	YR	14,804	15,117	15,389	15,702	16,057	16,412	16,829	17,226	17,602	18,019		51
		MO	1,234	1,260	1,282	1,308	1,338	1,368	1,402	1,436	1,467	1,502		
		HR	7.09	7.24	7.37	7.52	7.69	7.86	8.06	8.25	8.43	8.63		
L	52	YR	15,117	15,389	15,702	16,057	16,412	16,829	17,226	17,602	18,019	18,479		52
		MO	1,260	1,282	1,308	1,338	1,368	1,402	1,436	1,467	1,502	1,540		
		HR	7.24	7.37	7.52	7.69	7.86	8.06	8.25	8.43	8.63	8.85		
L	53	YR	15,389	15,702	16,057	16,412	16,829	17,226	17,602	18,019	18,479	18,959		53
		MO	1,282	1,308	1,338	1,368	1,402	1,436	1,467	1,502	1,540	1,580		
		HR	7.37	7.52	7.69	7.86	8.06	8.25	8.43	8.63	8.85	9.08		
L	54	YR	15,702	16,057	16,412	16,829	17,226	17,602	18,019	18,479	18,959	19,523		54
		MO	1,308	1,338	1,368	1,402	1,436	1,467	1,502	1,540	1,580	1,627		
		HR	7.52	7.69	7.86	8.06	8.25	8.43	8.63	8.85	9.08	9.35		
L	55	YR	16,057	16,412	16,829	17,226	17,602	18,019	18,479	18,959	19,523	20,003		55
		MO	1,338	1,368	1,402	1,436	1,467	1,502	1,540	1,580	1,627	1,667		
		HR	7.69	7.86	8.06	8.25	8.43	8.63	8.85	9.08	9.35	9.58		
L	56	YR	16,412	16,829	17,226	17,602	18,019	18,479	18,959	19,523	20,003	20,525	21,068	56
		MO	1,368	1,402	1,436	1,467	1,502	1,540	1,580	1,627	1,667	1,710	1,756	
		HR	7.86	8.06	8.25	8.43	8.63	8.85	9.08	9.35	9.58	9.83	10.09	
L	57	YR	16,829	17,226	17,602	18,019	18,479	18,959	19,523	20,003	20,525	21,068	21,673	57
		MO	1,402	1,436	1,467	1,502	1,540	1,580	1,627	1,667	1,710	1,756	1,806	
		HR	8.06	8.25	8.43	8.63	8.85	9.08	9.35	9.58	9.83	10.09	10.38	
L	58	YR	17,226	17,602	18,019	18,479	18,959	19,523	20,003	20,525	21,068	21,673		58
		MO	1,436	1,467	1,502	1,540	1,580	1,627	1,667	1,710	1,756	1,806		
		HR	8.25	8.43	8.63	8.85	9.08	9.35	9.58	9.83	10.09	10.38		
L	59	YR	17,602	18,019	18,479	18,959	19,523	20,003	20,525	21,068	21,673	22,258	22,864	59
		MO	1,467	1,502	1,540	1,580	1,627	1,667	1,710	1,756	1,806	1,855	1,905	
		HR	8.43	8.63	8.85	9.08	9.35	9.58	9.83	10.09	10.38	10.66	10.95	

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

APPENDIX F (Cont.)

Compensation Grid 1
 Commissioner's Plan Service, Health Care Non-Professional, and Clerical
 Series L, Ranges 42-77
 Effective 07/01/87 - 06/30/88

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	Range
Series	Range													
L	60	YR	18,019	18,479	18,959	19,523	20,003	20,525	21,068	21,673	22,258	22,864	23,574	60
		MO	1,502	1,540	1,580	1,627	1,667	1,710	1,756	1,806	1,855	1,905	1,964	
		HR	8.63	8.85	9.08	9.35	9.58	9.83	10.09	10.38	10.66	10.95	11.29	
L	61	YR	18,479	18,959	19,523	20,003	20,525	21,068	21,673	22,258	22,864	23,574		61
		MO	1,540	1,580	1,627	1,667	1,710	1,756	1,806	1,855	1,905	1,964		
		HR	8.85	9.08	9.35	9.58	9.83	10.09	10.38	10.66	10.95	11.29		
L	62	YR	18,959	19,523	20,003	20,525	21,068	21,673	22,258	22,864	23,574	24,242		62
		MO	1,580	1,627	1,667	1,710	1,756	1,806	1,855	1,905	1,964	2,020		
		HR	9.08	9.35	9.58	9.83	10.09	10.38	10.66	10.95	11.29	11.61		
L	63	YR	19,523	20,003	20,525	21,068	21,673	22,258	22,864	23,574	24,242	24,931		63
		MO	1,627	1,667	1,710	1,756	1,806	1,855	1,905	1,964	2,020	2,078		
		HR	9.35	9.58	9.83	10.09	10.38	10.66	10.95	11.29	11.61	11.94		
L	64	YR	20,003	20,525	21,068	21,673	22,258	22,864	23,574	24,242	24,931	25,620		64
		MO	1,667	1,710	1,756	1,806	1,855	1,905	1,964	2,020	2,078	2,135		
		HR	9.58	9.83	10.09	10.38	10.66	10.95	11.29	11.61	11.94	12.27		
L	65	YR	20,525	21,068	21,673	22,258	22,864	23,574	24,242	24,931	25,620	26,309		65
		MO	1,710	1,756	1,806	1,855	1,905	1,964	2,020	2,078	2,135	2,192		
		HR	9.83	10.09	10.38	10.66	10.95	11.29	11.61	11.94	12.27	12.60		
L	66	YR	21,068	21,673	22,258	22,864	23,574	24,242	24,931	25,620	26,309	26,977		66
		MO	1,756	1,806	1,855	1,905	1,964	2,020	2,078	2,135	2,192	2,248		
		HR	10.09	10.38	10.66	10.95	11.29	11.61	11.94	12.27	12.60	12.92		
L	67	YR	21,673	22,258	22,864	23,574	24,242	24,931	25,620	26,309	26,977	27,750		67
		MO	1,806	1,855	1,905	1,964	2,020	2,078	2,135	2,192	2,248	2,312		
		HR	10.38	10.66	10.95	11.29	11.61	11.94	12.27	12.60	12.92	13.29		
L	68	YR	22,258	22,864	23,574	24,242	24,931	25,620	26,309	26,977	27,750	28,501		68
		MO	1,855	1,905	1,964	2,020	2,078	2,135	2,192	2,248	2,312	2,375		
		HR	10.66	10.95	11.29	11.61	11.94	12.27	12.60	12.92	13.29	13.65		
L	69	YR	22,864	23,574	24,242	24,931	25,620	26,309	26,977	27,750	28,501	29,232		69
		MO	1,905	1,964	2,020	2,078	2,135	2,192	2,248	2,312	2,375	2,436		
		HR	10.95	11.29	11.61	11.94	12.27	12.60	12.92	13.29	13.65	14.00		
L	70	YR	23,574	24,242	24,931	25,620	26,309	26,977	27,750	28,501	29,232	30,025		70
		MO	1,964	2,020	2,078	2,135	2,192	2,248	2,312	2,375	2,436	2,502		
		HR	11.29	11.61	11.94	12.27	12.60	12.92	13.29	13.65	14.00	14.38		
L	71	YR	24,242	24,931	25,620	26,309	26,977	27,750	28,501	29,232	30,025	30,798		71
		MO	2,020	2,078	2,135	2,192	2,248	2,312	2,375	2,436	2,502	2,567		
		HR	11.61	11.94	12.27	12.60	12.92	13.29	13.65	14.00	14.38	14.75		
L	72	YR	24,931	25,620	26,309	26,977	27,750	28,501	29,232	30,025	30,798	31,529		72
		MO	2,078	2,135	2,192	2,248	2,312	2,375	2,436	2,502	2,567	2,627		
		HR	11.94	12.27	12.60	12.92	13.29	13.65	14.00	14.38	14.75	15.10		
L	73	YR	25,620	26,309	26,977	27,750	28,501	29,232	30,025	30,798	31,529	32,322		73
		MO	2,135	2,192	2,248	2,312	2,375	2,436	2,502	2,567	2,627	2,694		
		HR	12.27	12.60	12.92	13.29	13.65	14.00	14.38	14.75	15.10	15.48		
L	74	YR	26,309	26,977	27,750	28,501	29,232	30,025	30,798	31,529	32,322	33,053		74
		MO	2,192	2,248	2,312	2,375	2,436	2,502	2,567	2,627	2,694	2,754		
		HR	12.60	12.92	13.29	13.65	14.00	14.38	14.75	15.10	15.48	15.83		
L	75	YR	26,977	27,750	28,501	29,232	30,025	30,798	31,529	32,322	33,053	33,846		75
		MO	2,248	2,312	2,375	2,436	2,502	2,567	2,627	2,694	2,754	2,821		
		HR	12.92	13.29	13.65	14.00	14.38	14.75	15.10	15.48	15.83	16.21		
L	76	YR	27,750	28,501	29,232	30,025	30,798	31,529	32,322	33,053	33,846	34,577		76
		MO	2,312	2,375	2,436	2,502	2,567	2,627	2,694	2,754	2,821	2,881		
		HR	13.29	13.65	14.00	14.38	14.75	15.10	15.48	15.83	16.21	16.56		
L	77	YR	28,501	29,232	30,025	30,798	31,529	32,322	33,053	33,846	34,577	35,329		77
		MO	2,375	2,436	2,502	2,567	2,627	2,694	2,754	2,821	2,881	2,944		
		HR	13.65	14.00	14.38	14.75	15.10	15.48	15.83	16.21	16.56	16.92		

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

APPENDIX F (Cont.)

Compensation Grid 2
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 07/01/87 - 06/30/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
C	42	YR	12,131	12,382	12,737	13,050	13,405	13,823	14,115	14,428	14,762	15,054	42
		MO	1,011	1,032	1,061	1,088	1,117	1,152	1,176	1,202	1,230	1,255	
		HR	5.81	5.93	6.10	6.25	6.42	6.62	6.76	6.91	7.07	7.21	
C	43	YR	12,382	12,737	13,050	13,405	13,823	14,115	14,428	14,762	15,054	15,347	43
		MO	1,032	1,061	1,088	1,117	1,152	1,176	1,202	1,230	1,255	1,279	
		HR	5.93	6.10	6.25	6.42	6.62	6.76	6.91	7.07	7.21	7.35	
C	44	YR	12,737	13,050	13,405	13,823	14,115	14,428	14,762	15,054	15,347	15,681	44
		MO	1,061	1,088	1,117	1,152	1,176	1,202	1,230	1,255	1,279	1,307	
		HR	6.10	6.25	6.42	6.62	6.76	6.91	7.07	7.21	7.35	7.51	
C	45	YR	13,050	13,405	13,823	14,115	14,428	14,762	15,054	15,347	15,681	16,098	45
		MO	1,088	1,117	1,152	1,176	1,202	1,230	1,255	1,279	1,307	1,342	
		HR	6.25	6.42	6.62	6.76	6.91	7.07	7.21	7.35	7.51	7.71	
C	46	YR	13,405	13,823	14,115	14,428	14,762	15,054	15,347	15,681	16,098	16,474	46
		MO	1,117	1,152	1,176	1,202	1,230	1,255	1,279	1,307	1,342	1,373	
		HR	6.42	6.62	6.76	6.91	7.07	7.21	7.35	7.51	7.71	7.89	
C	47	YR	13,823	14,115	14,428	14,762	15,054	15,347	15,681	16,098	16,474	16,871	47
		MO	1,152	1,176	1,202	1,230	1,255	1,279	1,307	1,342	1,373	1,406	
		HR	6.62	6.76	6.91	7.07	7.21	7.35	7.51	7.71	7.89	8.08	
C	48	YR	14,115	14,428	14,762	15,054	15,347	15,681	16,098	16,474	16,871	17,289	48
		MO	1,176	1,202	1,230	1,255	1,279	1,307	1,342	1,373	1,406	1,441	
		HR	6.76	6.91	7.07	7.21	7.35	7.51	7.71	7.89	8.08	8.28	
C	49	YR	14,428	14,762	15,054	15,347	15,681	16,015	16,474	16,871	17,289	17,685	49
		MO	1,202	1,230	1,255	1,279	1,307	1,335	1,373	1,406	1,441	1,474	
		HR	6.91	7.07	7.21	7.35	7.51	7.67	7.89	8.08	8.28	8.47	
C	50	YR	14,762	15,054	15,347	15,681	16,015	16,412	16,829	17,289	17,685	18,103	50
		MO	1,230	1,255	1,279	1,307	1,335	1,368	1,402	1,441	1,474	1,509	
		HR	7.07	7.21	7.35	7.51	7.67	7.86	8.06	8.28	8.47	8.67	
C	51	YR	15,054	15,347	15,681	16,015	16,412	16,829	17,289	17,685	18,103	18,541	51
		MO	1,255	1,279	1,307	1,335	1,368	1,402	1,441	1,474	1,509	1,545	
		HR	7.21	7.35	7.51	7.67	7.86	8.06	8.28	8.47	8.67	8.88	
C	52	YR	15,347	15,681	16,015	16,412	16,829	17,289	17,685	18,103	18,541	19,063	52
		MO	1,279	1,307	1,335	1,368	1,402	1,441	1,474	1,509	1,545	1,589	
		HR	7.35	7.51	7.67	7.86	8.06	8.28	8.47	8.67	8.88	9.13	
C	53	YR	15,681	16,015	16,412	16,829	17,289	17,685	18,103	18,541	19,063	19,606	53
		MO	1,307	1,335	1,368	1,402	1,441	1,474	1,509	1,545	1,589	1,634	
		HR	7.51	7.67	7.86	8.06	8.28	8.47	8.67	8.88	9.13	9.39	
C	54	YR	16,015	16,412	16,829	17,289	17,685	18,103	18,541	19,063	19,606	20,191	54
		MO	1,335	1,368	1,402	1,441	1,474	1,509	1,545	1,589	1,634	1,683	
		HR	7.67	7.86	8.06	8.28	8.47	8.67	8.88	9.13	9.39	9.67	
C	55	YR	16,412	16,829	17,289	17,685	18,103	18,541	19,063	19,606	20,191	20,734	55
		MO	1,368	1,402	1,441	1,474	1,509	1,545	1,589	1,634	1,683	1,728	
		HR	7.86	8.06	8.28	8.47	8.67	8.88	9.13	9.39	9.67	9.93	
C	56	YR	16,829	17,289	17,685	18,103	18,541	19,063	19,606	20,191	20,734	21,318	56
		MO	1,402	1,441	1,474	1,509	1,545	1,589	1,634	1,683	1,728	1,777	
		HR	8.06	8.28	8.47	8.67	8.88	9.13	9.39	9.67	9.93	10.21	
C	57	YR	17,289	17,685	18,103	18,541	19,063	19,606	20,191	20,734	21,318	21,945	57
		MO	1,441	1,474	1,509	1,545	1,589	1,634	1,683	1,728	1,777	1,829	
		HR	8.28	8.47	8.67	8.88	9.13	9.39	9.67	9.93	10.21	10.51	
C	58	YR	17,685	18,103	18,541	19,063	19,606	20,191	20,734	21,318	21,945	22,592	58
		MO	1,474	1,509	1,545	1,589	1,634	1,683	1,728	1,777	1,829	1,883	
		HR	8.47	8.67	8.88	9.13	9.39	9.67	9.93	10.21	10.51	10.82	
C	59	YR	18,103	18,541	19,063	19,606	20,191	20,734	21,318	21,945	22,592	23,219	59
		MO	1,509	1,545	1,589	1,634	1,683	1,728	1,777	1,829	1,883	1,935	
		HR	8.67	8.88	9.13	9.39	9.67	9.93	10.21	10.51	10.82	11.12	

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

APPENDIX F (Cont.)

Compensation Grid 2
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 07/01/87 - 06/30/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
C	60	YR	18,541	19,063	19,606	20,191	20,734	21,318	21,945	22,592	23,219	23,887	60
		MO	1,545	1,589	1,634	1,683	1,728	1,777	1,829	1,883	1,935	1,991	
		HR	8.88	9.13	9.39	9.67	9.93	10.21	10.51	10.82	11.12	11.44	
C	61	YR	19,063	19,606	20,191	20,734	21,318	21,945	22,592	23,219	23,887	24,618	61
		MO	1,589	1,634	1,683	1,728	1,777	1,829	1,883	1,935	1,991	2,051	
		HR	9.13	9.39	9.67	9.93	10.21	10.51	10.82	11.12	11.44	11.79	
C	62	YR	19,606	20,191	20,734	21,318	21,945	22,592	23,219	23,887	24,618	25,348	62
		MO	1,634	1,683	1,728	1,777	1,829	1,883	1,935	1,991	2,051	2,112	
		HR	9.39	9.67	9.93	10.21	10.51	10.82	11.12	11.44	11.79	12.14	
C	63	YR	20,191	20,734	21,318	21,945	22,592	23,219	23,887	24,618	25,348	26,100	63
		MO	1,683	1,728	1,777	1,829	1,883	1,935	1,991	2,051	2,112	2,175	
		HR	9.67	9.93	10.21	10.51	10.82	11.12	11.44	11.79	12.14	12.50	
C	64	YR	20,734	21,318	21,945	22,592	23,219	23,887	24,618	25,348	26,100	26,831	64
		MO	1,728	1,777	1,829	1,883	1,935	1,991	2,051	2,112	2,175	2,236	
		HR	9.93	10.21	10.51	10.82	11.12	11.44	11.79	12.14	12.50	12.85	
C	65	YR	21,318	21,945	22,592	23,219	23,887	24,618	25,348	26,100	26,831	27,582	65
		MO	1,777	1,829	1,883	1,935	1,991	2,051	2,112	2,175	2,236	2,299	
		HR	10.21	10.51	10.82	11.12	11.44	11.79	12.14	12.50	12.85	13.21	
C	66	YR	21,945	22,592	23,219	23,887	24,618	25,348	26,100	26,831	27,582	28,397	66
		MO	1,829	1,883	1,935	1,991	2,051	2,112	2,175	2,236	2,299	2,366	
		HR	10.51	10.82	11.12	11.44	11.79	12.14	12.50	12.85	13.21	13.60	
C	67	YR	22,592	23,219	23,887	24,618	25,348	26,100	26,831	27,582	28,397	29,169	67
		MO	1,883	1,935	1,991	2,051	2,112	2,175	2,236	2,299	2,366	2,431	
		HR	10.82	11.12	11.44	11.79	12.14	12.50	12.85	13.21	13.60	13.97	
C	68	YR	23,219	23,887	24,618	25,348	26,100	26,831	27,582	28,397	29,169	30,025	68
		MO	1,935	1,991	2,051	2,112	2,175	2,236	2,299	2,366	2,431	2,502	
		HR	11.12	11.44	11.79	12.14	12.50	12.85	13.21	13.60	13.97	14.38	
C	69	YR	23,887	24,618	25,348	26,100	26,831	27,582	28,397	29,169	30,025	30,840	69
		MO	1,991	2,051	2,112	2,175	2,236	2,299	2,366	2,431	2,502	2,570	
		HR	11.44	11.79	12.14	12.50	12.85	13.21	13.60	13.97	14.38	14.77	
C	70	YR	24,618	25,348	26,100	26,831	27,582	28,397	29,169	30,025	30,840	31,654	70
		MO	2,051	2,112	2,175	2,236	2,299	2,366	2,431	2,502	2,570	2,638	
		HR	11.79	12.14	12.50	12.85	13.21	13.60	13.97	14.38	14.77	15.16	
C	71	YR	25,348	26,100	26,831	27,582	28,397	29,169	30,025	30,840	31,654	32,489	71
		MO	2,112	2,175	2,236	2,299	2,366	2,431	2,502	2,570	2,638	2,707	
		HR	12.14	12.50	12.85	13.21	13.60	13.97	14.38	14.77	15.16	15.56	
C	72	YR	26,100	26,831	27,582	28,397	29,169	30,025	30,840	31,654	32,489	33,345	72
		MO	2,175	2,236	2,299	2,366	2,431	2,502	2,570	2,638	2,707	2,779	
		HR	12.50	12.85	13.21	13.60	13.97	14.38	14.77	15.16	15.56	15.97	
C	73	YR	26,831	27,582	28,397	29,169	30,025	30,840	31,654	32,489	33,345	34,160	73
		MO	2,236	2,299	2,366	2,431	2,502	2,570	2,638	2,707	2,779	2,847	
		HR	12.85	13.21	13.60	13.97	14.38	14.77	15.16	15.56	15.97	16.36	
C	74	YR	27,582	28,397	29,169	30,025	30,840	31,654	32,489	33,345	34,160	34,995	74
		MO	2,299	2,366	2,431	2,502	2,570	2,638	2,707	2,779	2,847	2,916	
		HR	13.21	13.60	13.97	14.38	14.77	15.16	15.56	15.97	16.36	16.76	
C	75	YR	28,397	29,169	30,025	30,840	31,654	32,489	33,345	34,160	34,995	35,830	75
		MO	2,366	2,431	2,502	2,570	2,638	2,707	2,779	2,847	2,916	2,986	
		HR	13.60	13.97	14.38	14.77	15.16	15.56	15.97	16.36	16.76	17.16	
C	76	YR	29,169	30,025	30,840	31,654	32,489	33,345	34,160	34,995	35,830	36,665	76
		MO	2,431	2,502	2,570	2,638	2,707	2,779	2,847	2,916	2,986	3,055	
		HR	13.97	14.38	14.77	15.16	15.56	15.97	16.36	16.76	17.16	17.56	
C	77	YR	30,025	30,840	31,654	32,489	33,345	34,160	34,995	35,830	36,665	37,438	77
		MO	2,502	2,570	2,638	2,707	2,779	2,847	2,916	2,986	3,055	3,120	
		HR	14.38	14.77	15.16	15.56	15.97	16.36	16.76	17.16	17.56	17.93	

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

APPENDIX F (Cont.)

Compensation Grid 3
Commissioner's Plan Professional
Series A, Ranges 1-30
Effective 07/01/87 - 01/05/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
A	1	YR	18,458	19,189	19,940	20,609	21,339	21,987	22,697	23,469	24,283	25,140	1
		MO	1,538	1,599	1,662	1,717	1,778	1,832	1,891	1,956	2,024	2,095	
		HR	8.84	9.19	9.55	9.87	10.22	10.53	10.87	11.24	11.63	12.04	
A	2	YR	19,189	19,940	20,609	21,339	21,987	22,697	23,469	24,283	25,140	25,975	2
		MO	1,599	1,662	1,717	1,778	1,832	1,891	1,956	2,024	2,095	2,165	
		HR	9.19	9.55	9.87	10.22	10.53	10.87	11.24	11.63	12.04	12.44	
A	3	YR	19,940	20,609	21,339	21,987	22,697	23,469	24,283	25,140	25,975	26,914	3
		MO	1,662	1,717	1,778	1,832	1,891	1,956	2,024	2,095	2,165	2,243	
		HR	9.55	9.87	10.22	10.53	10.87	11.24	11.63	12.04	12.44	12.89	
A	4	YR	20,609	21,339	21,987	22,697	23,469	24,283	25,140	25,975	26,914	27,833	4
		MO	1,717	1,778	1,832	1,891	1,956	2,024	2,095	2,165	2,243	2,319	
		HR	9.87	10.22	10.53	10.87	11.24	11.63	12.04	12.44	12.89	13.33	
A	5	YR	21,339	21,987	22,697	23,469	24,283	25,140	25,975	26,914	27,833	28,814	5
		MO	1,778	1,832	1,891	1,956	2,024	2,095	2,165	2,243	2,319	2,401	
		HR	10.22	10.53	10.87	11.24	11.63	12.04	12.44	12.89	13.33	13.80	
A	6	YR	21,987	22,697	23,469	24,283	25,140	25,975	26,914	27,833	28,814	29,879	6
		MO	1,832	1,891	1,956	2,024	2,095	2,165	2,243	2,319	2,401	2,490	
		HR	10.53	10.87	11.24	11.63	12.04	12.44	12.89	13.33	13.80	14.31	
A	7	YR	22,697	23,469	24,283	25,140	25,975	26,914	27,833	28,814	29,879	30,986	7
		MO	1,891	1,956	2,024	2,095	2,165	2,243	2,319	2,401	2,490	2,582	
		HR	10.87	11.24	11.63	12.04	12.44	12.89	13.33	13.80	14.31	14.84	
A	8	YR	23,469	24,283	25,140	25,975	26,914	27,833	28,814	29,879	30,986	32,072	8
		MO	1,956	2,024	2,095	2,165	2,243	2,319	2,401	2,490	2,582	2,673	
		HR	11.24	11.63	12.04	12.44	12.89	13.33	13.80	14.31	14.84	15.36	
A	9	YR	24,283	25,140	25,975	26,914	27,833	28,814	29,879	30,986	32,072	33,220	9
		MO	2,024	2,095	2,165	2,243	2,319	2,401	2,490	2,582	2,673	2,768	
		HR	11.63	12.04	12.44	12.89	13.33	13.80	14.31	14.84	15.36	15.91	
A	10	YR	25,140	25,975	26,914	27,833	28,814	29,879	30,986	32,072	33,220	34,452	10
		MO	2,095	2,165	2,243	2,319	2,401	2,490	2,582	2,673	2,768	2,871	
		HR	12.04	12.44	12.89	13.33	13.80	14.31	14.84	15.36	15.91	16.50	
A	11	YR	25,975	26,914	27,833	28,814	29,879	30,986	32,072	33,220	34,452	35,684	11
		MO	2,165	2,243	2,319	2,401	2,490	2,582	2,673	2,768	2,871	2,974	
		HR	12.44	12.89	13.33	13.80	14.31	14.84	15.36	15.91	16.50	17.09	
A	12	YR	26,914	27,833	28,814	29,879	30,986	32,072	33,220	34,452	35,684	37,020	12
		MO	2,243	2,319	2,401	2,490	2,582	2,673	2,768	2,871	2,974	3,085	
		HR	12.89	13.33	13.80	14.31	14.84	15.36	15.91	16.50	17.09	17.73	
A	13	YR	27,833	28,814	29,879	30,986	32,072	33,220	34,452	35,684	37,020	38,336	13
		MO	2,319	2,401	2,490	2,582	2,673	2,768	2,871	2,974	3,085	3,195	
		HR	13.33	13.80	14.31	14.84	15.36	15.91	16.50	17.09	17.73	18.36	
A	14	YR	28,814	29,879	30,986	32,072	33,220	34,452	35,684	37,020	38,336	39,693	14
		MO	2,401	2,490	2,582	2,673	2,768	2,871	2,974	3,085	3,195	3,308	
		HR	13.80	14.31	14.84	15.36	15.91	16.50	17.09	17.73	18.36	19.01	
A	15	YR	29,879	30,986	32,072	33,220	34,452	35,684	37,020	38,336	39,693	41,280	15
		MO	2,490	2,582	2,673	2,768	2,871	2,974	3,085	3,195	3,308	3,440	
		HR	14.31	14.84	15.36	15.91	16.50	17.09	17.73	18.36	19.01	19.77	
Step			01	02	03	04	05	06	07	08	09	10	
Comp Code			A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

APPENDIX F (Cont.)

Compensation Grid 3
 Commissioner's Plan Professional
 Series A, Ranges 1-30
 Effective 07/01/87 - 01/05/88

Comp Code		A		B		C		D		E		F		G		H		I		J	
Step		01		02		03		04		05		06		07		08		09		10	
Series	Range	YR		YR		YR		YR		YR		YR		YR		YR		YR		YR	
A	16	MO	30,986	32,072	33,220	34,452	35,684	37,020	38,336	39,693	41,280	42,783									
		HR	2,582	2,673	2,768	2,871	2,974	3,085	3,195	3,308	3,440	3,565									
			14.84	15.36	15.91	16.50	17.09	17.73	18.36	19.01	19.77	20.49									
A	17	YR	32,072	33,220	34,452	35,684	37,020	38,336	39,693	41,280	42,783	44,328									
		MO	2,673	2,768	2,871	2,974	3,085	3,195	3,308	3,440	3,565	3,694									
		HR	15.36	15.91	16.50	17.09	17.73	18.36	19.01	19.77	20.49	21.23									
A	18	YR	33,220	34,452	35,684	37,020	38,336	39,693	41,280	42,783	44,328	46,061									
		MO	2,768	2,871	2,974	3,085	3,195	3,308	3,440	3,565	3,694	3,838									
		HR	15.91	16.50	17.09	17.73	18.36	19.01	19.77	20.49	21.23	22.06									
A	19	YR	34,452	35,684	37,020	38,336	39,693	41,280	42,783	44,328	46,061	47,669									
		MO	2,871	2,974	3,085	3,195	3,308	3,440	3,565	3,694	3,838	3,972									
		HR	16.50	17.09	17.73	18.36	19.01	19.77	20.49	21.23	22.06	22.83									
A	20	YR	35,684	37,020	38,336	39,693	41,280	42,783	44,328	46,061	47,669	49,319									
		MO	2,974	3,085	3,195	3,308	3,440	3,565	3,694	3,838	3,972	4,110									
		HR	17.09	17.73	18.36	19.01	19.77	20.49	21.23	22.06	22.83	23.62									
A	21	YR	37,020	38,336	39,693	41,280	42,783	44,328	46,061	47,669	49,319	51,093									
		MO	3,085	3,195	3,308	3,440	3,565	3,694	3,838	3,972	4,110	4,258									
		HR	17.73	18.36	19.01	19.77	20.49	21.23	22.06	22.83	23.62	24.47									
A	22	YR	38,336	39,693	41,280	42,783	44,328	46,061	47,669	49,319	51,093	52,993									
		MO	3,195	3,308	3,440	3,565	3,694	3,838	3,972	4,110	4,258	4,416									
		HR	18.36	19.01	19.77	20.49	21.23	22.06	22.83	23.62	24.47	25.38									
A	23	YR	39,693	41,280	42,783	44,328	46,061	47,669	49,319	51,093	52,993	54,852									
		MO	3,308	3,440	3,565	3,694	3,838	3,972	4,110	4,258	4,416	4,571									
		HR	19.01	19.77	20.49	21.23	22.06	22.83	23.62	24.47	25.38	26.27									
A	24	YR	41,280	42,783	44,328	46,061	47,669	49,319	51,093	52,993	54,852	56,835									
		MO	3,440	3,565	3,694	3,838	3,972	4,110	4,258	4,416	4,571	4,736									
		HR	19.77	20.49	21.23	22.06	22.83	23.62	24.47	25.38	26.27	27.22									
A	25	YR	42,783	44,328	46,061	47,669	49,319	51,093	52,993	54,852	56,835	58,882									
		MO	3,565	3,694	3,838	3,972	4,110	4,258	4,416	4,571	4,736	4,907									
		HR	20.49	21.23	22.06	22.83	23.62	24.47	25.38	26.27	27.22	28.20									
A	26	YR	44,328	46,061	47,669	49,319	51,093	52,993	54,852	56,835	58,882	61,011									
		MO	3,694	3,838	3,972	4,110	4,258	4,416	4,571	4,736	4,907	5,084									
		HR	21.23	22.06	22.83	23.62	24.47	25.38	26.27	27.22	28.20	29.22									
A	27	YR	46,061	47,669	49,319	51,093	52,993	54,852	56,835	58,882	61,011	63,246									
		MO	3,838	3,972	4,110	4,258	4,416	4,571	4,736	4,907	5,084	5,270									
		HR	22.06	22.83	23.62	24.47	25.38	26.27	27.22	28.20	29.22	30.29									
A	28	YR	47,669	49,319	51,093	52,993	54,852	56,835	58,882	61,011	63,246										
		MO	3,972	4,110	4,258	4,416	4,571	4,736	4,907	5,084	5,270										
		HR	22.83	23.62	24.47	25.38	26.27	27.22	28.20	29.22	30.29										
A	29	YR	49,319	51,093	52,993	54,852	56,835	58,882	61,011	63,246											
		MO	4,110	4,258	4,416	4,571	4,736	4,907	5,084	5,270											
		HR	23.62	24.47	25.38	26.27	27.22	28.20	29.22	30.29											
A	30	YR	51,093	52,993	54,852	56,835	58,882	61,011	63,246												
		MO	4,258	4,416	4,571	4,736	4,907	5,084	5,270												
		HR	24.47	25.38	26.27	27.22	28.20	29.22	30.29												

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

APPENDIX F (Cont.)

Compensation Grid 4
Commissioner's Plan Supervisory
Series J, Ranges 1-29
Effective 07/01/87 - 01/05/88

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											Range
J	01	YR	16,829	17,247	17,685	18,145	18,646	19,189	19,711	20,462	21,131	01
		MO	1,402	1,437	1,474	1,512	1,554	1,599	1,643	1,705	1,761	
		HR	8.06	8.26	8.47	8.69	8.93	9.19	9.44	9.80	10.12	
J	02	YR	17,247	17,685	18,145	18,646	19,189	19,711	20,274	21,131	21,694	02
		MO	1,437	1,474	1,512	1,554	1,599	1,643	1,690	1,761	1,808	
		HR	8.26	8.47	8.69	8.93	9.19	9.44	9.71	10.12	10.39	
J	03	YR	17,685	18,145	18,646	19,189	19,711	20,274	20,943	21,694	22,362	03
		MO	1,474	1,512	1,554	1,599	1,643	1,690	1,745	1,808	1,864	
		HR	8.47	8.69	8.93	9.19	9.44	9.71	10.03	10.39	10.71	
J	04	YR	18,145	18,646	19,189	19,711	20,274	20,943	21,527	22,362	23,072	04
		MO	1,512	1,554	1,599	1,643	1,690	1,745	1,794	1,864	1,923	
		HR	8.69	8.93	9.19	9.44	9.71	10.03	10.31	10.71	11.05	
J	05	YR	18,646	19,189	19,711	20,274	20,943	21,569	22,195	23,177	23,803	05
		MO	1,554	1,599	1,643	1,690	1,745	1,797	1,850	1,931	1,984	
		HR	8.93	9.19	9.44	9.71	10.03	10.33	10.63	11.10	11.40	
J	06	YR	19,189	19,711	20,274	20,943	21,632	22,279	23,010	23,803	24,534	06
		MO	1,599	1,643	1,690	1,745	1,803	1,857	1,917	1,984	2,045	
		HR	9.19	9.44	9.71	10.03	10.36	10.67	11.02	11.40	11.75	
J	07	YR	19,711	20,274	20,943	21,673	22,321	23,093	23,782	24,534	25,307	07
		MO	1,643	1,690	1,745	1,806	1,860	1,924	1,982	2,045	2,109	
		HR	9.44	9.71	10.03	10.38	10.69	11.06	11.39	11.75	12.12	
J	08	YR	20,274	20,943	21,673	22,362	23,177	24,033	24,972	26,142	27,102	08
		MO	1,690	1,745	1,806	1,864	1,931	2,003	2,081	2,178	2,259	
		HR	9.71	10.03	10.38	10.71	11.10	11.51	11.96	12.52	12.98	
J	09	YR	20,943	21,673	22,362	23,177	24,033	24,972	25,870	27,102	28,146	09
		MO	1,745	1,806	1,864	1,931	2,003	2,081	2,156	2,259	2,346	
		HR	10.03	10.38	10.71	11.10	11.51	11.96	12.39	12.98	13.48	
J	10	YR	21,673	22,362	23,177	24,033	24,972	25,870	26,831	28,146	29,211	10
		MO	1,806	1,864	1,931	2,003	2,081	2,156	2,236	2,346	2,434	
		HR	10.38	10.71	11.10	11.51	11.96	12.39	12.85	13.48	13.99	
J	11	YR	22,362	23,177	24,033	24,972	25,870	26,831	27,854	29,211	30,255	11
		MO	1,864	1,931	2,003	2,081	2,156	2,236	2,321	2,434	2,521	
		HR	10.71	11.10	11.51	11.96	12.39	12.85	13.34	13.99	14.49	
J	12	YR	23,177	24,033	24,972	25,870	26,831	27,854	28,919	30,255	31,466	12
		MO	1,931	2,003	2,081	2,156	2,236	2,321	2,410	2,521	2,622	
		HR	11.10	11.51	11.96	12.39	12.85	13.34	13.85	14.49	15.07	
J	13	YR	24,033	24,972	25,870	26,831	27,854	28,919	29,942	31,466	32,635	13
		MO	2,003	2,081	2,156	2,236	2,321	2,410	2,495	2,622	2,720	
		HR	11.51	11.96	12.39	12.85	13.34	13.85	14.34	15.07	15.63	
J	14	YR	24,972	25,870	26,831	27,854	28,919	29,942	31,132	32,635	33,867	14
		MO	2,081	2,156	2,236	2,321	2,410	2,495	2,594	2,720	2,822	
		HR	11.96	12.39	12.85	13.34	13.85	14.34	14.91	15.63	16.22	
J	15	YR	25,870	26,831	27,854	28,919	29,942	31,132	32,280	33,867	35,141	15
		MO	2,156	2,236	2,321	2,410	2,495	2,594	2,690	2,822	2,928	
		HR	12.39	12.85	13.34	13.85	14.34	14.91	15.46	16.22	16.83	

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

APPENDIX F (Cont.)

Compensation Grid 4
Commissioner's Plan Supervisory
Series J, Ranges 1-29
Effective 07/01/87 - 01/05/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
J	16	YR	26,831	27,854	28,919	29,942	31,132	32,280	33,554	35,141	36,477	37,876	16
		MO	2,236	2,321	2,410	2,495	2,594	2,690	2,796	2,928	3,040	3,156	
		HR	12.85	13.34	13.85	14.34	14.91	15.46	16.07	16.83	17.47	18.14	
J	17	YR	27,854	28,919	29,942	31,132	32,280	33,554	34,807	36,477	37,876	39,296	17
		MO	2,321	2,410	2,495	2,594	2,690	2,796	2,901	3,040	3,156	3,275	
		HR	13.34	13.85	14.34	14.91	15.46	16.07	16.67	17.47	18.14	18.82	
J	18	YR	28,919	29,942	31,132	32,280	33,554	34,807	36,122	37,876	39,296	40,758	18
		MO	2,410	2,495	2,594	2,690	2,796	2,901	3,010	3,156	3,275	3,396	
		HR	13.85	14.34	14.91	15.46	16.07	16.67	17.30	18.14	18.82	19.52	
J	19	YR	29,942	31,132	32,280	33,554	34,807	36,122	37,500	39,296	40,758	42,303	19
		MO	2,495	2,594	2,690	2,796	2,901	3,010	3,125	3,275	3,396	3,525	
		HR	14.34	14.91	15.46	16.07	16.67	17.30	17.96	18.82	19.52	20.26	
J	20	YR	31,132	32,280	33,554	34,807	36,122	37,500	38,899	40,758	42,303	43,785	20
		MO	2,594	2,690	2,796	2,901	3,010	3,125	3,242	3,396	3,525	3,649	
		HR	14.91	15.46	16.07	16.67	17.30	17.96	18.63	19.52	20.26	20.97	
J	21	YR	32,280	33,554	34,807	36,122	37,500	38,899	40,361	42,303	43,785	45,393	21
		MO	2,690	2,796	2,901	3,010	3,125	3,242	3,363	3,525	3,649	3,783	
		HR	15.46	16.07	16.67	17.30	17.96	18.63	19.33	20.26	20.97	21.74	
J	22	YR	33,554	34,807	36,122	37,500	38,899	40,361	41,885	43,785	45,393	47,022	22
		MO	2,796	2,901	3,010	3,125	3,242	3,363	3,490	3,649	3,783	3,918	
		HR	16.07	16.67	17.30	17.96	18.63	19.33	20.06	20.97	21.74	22.52	
J	23	YR	34,807	36,122	37,500	38,899	40,361	41,885	43,347	45,393	47,022	48,734	23
		MO	2,901	3,010	3,125	3,242	3,363	3,490	3,612	3,783	3,918	4,061	
		HR	16.67	17.30	17.96	18.63	19.33	20.06	20.76	21.74	22.52	23.34	
J	24	YR	36,122	37,500	38,899	40,361	41,885	43,347	44,934	47,022	48,734	50,446	24
		MO	3,010	3,125	3,242	3,363	3,490	3,612	3,744	3,918	4,061	4,204	
		HR	17.30	17.96	18.63	19.33	20.06	20.76	21.52	22.52	23.34	24.16	
J	25	YR	37,500	38,899	40,361	41,885	43,347	44,934	46,562	48,734	50,446	52,263	25
		MO	3,125	3,242	3,363	3,490	3,612	3,744	3,880	4,061	4,204	4,355	
		HR	17.96	18.63	19.33	20.06	20.76	21.52	22.30	23.34	24.16	25.03	
J	26	YR	38,899	40,361	41,885	43,347	44,934	46,562	48,233	50,446	52,263	54,163	26
		MO	3,242	3,363	3,490	3,612	3,744	3,880	4,019	4,204	4,355	4,514	
		HR	18.63	19.33	20.06	20.76	21.52	22.30	23.10	24.16	25.03	25.94	
J	27	YR	40,361	41,885	43,347	44,934	46,562	48,233	49,945	52,263	54,163	56,105	27
		MO	3,363	3,490	3,612	3,744	3,880	4,019	4,162	4,355	4,514	4,675	
		HR	19.33	20.06	20.76	21.52	22.30	23.10	23.92	25.03	25.94	26.87	
J	28	YR	41,885	43,347	44,934	46,562	48,233	49,945	51,762	54,163	56,105	58,151	28
		MO	3,490	3,612	3,744	3,880	4,019	4,162	4,313	4,514	4,675	4,846	
		HR	20.06	20.76	21.52	22.30	23.10	23.92	24.79	25.94	26.87	27.85	
J	29	YR	43,347	44,934	46,562	48,233	49,945	51,762	53,620	56,105	58,151		29
		MO	3,612	3,744	3,880	4,019	4,162	4,313	4,468	4,675	4,846		
		HR	20.76	21.52	22.30	23.10	23.92	24.79	25.68	26.87	27.85		
Step			01	02	03	04	05	06	07	08	09	10	
Comp Code			A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

APPENDIX F (Cont.)

Compensation Grid 5
Positions in Units 217, 218, 219 and 221
with ranges unique to Commissioner's Plan
Series G

				Effective 7/1/87 - 6/30/88	
<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>		<u>Minimum</u>	<u>Maximum</u>
Registered Nurse Principal	G	54J	YR	26,747	36,310
			MO	2,229	3,026
			HR	12.81	17.39
Registered Nurse Senior	G	53J	YR	25,098	33,993
			MO	2,091	2,833
			HR	12.02	16.28
Registered Nurse	G	51J	YR	23,135	30,777
			MO	1,928	2,565
			HR	11.08	14.74

APPENDIX F (cont.)

Compensation Grid 6
Unit 213 Commissioner's Plan Health Treatment Professional
Series G

<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>	Effective 7/1/87 - 6/30/88	
			<u>Minimum</u>	<u>Maximum</u>
Buyer Pharmacist	G	78I	YR	30,172
			MO	2,514
			HR	14.45
Chief of Service	G	86F	YR	46,479
			MO	3,873
			HR	22.26
Dental Health Program Director	G	86I	YR	46,479
			MO	3,873
			HR	22.26
Dentist	G	83J	YR	39,735
			MO	3,311
			HR	19.03
Pharmacist	G	75I	YR	27,207
			MO	2,267
			HR	13.03
Pharmacist Clinician	G	81I	YR	34,786
			MO	2,899
			HR	16.66
Pharmacist, Senior	G	79I	YR	30,318
			MO	2,526
			HR	14.52
Pharmacy Consultant	G	80I	YR	33,533
			MO	2,794
			HR	16.06
Pharmacy Surveyor	G	79I	YR	30,318
			MO	2,526
			HR	14.52
Staff Physician	G	82H	YR	38,712
			MO	3,226
			HR	18.54
Staff Physician, Senior	G	85F	YR	44,746
			MO	3,729
			HR	21.43
Veterinarian	G	78I	YR	30,172
			MO	2,514
			HR	14.45

APPENDIX G

Compensation Grid 7
Commissioner's Plan Professional
Series A, Ranges 1-30
Effective 01/06/88 - 07/05/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
A	1	YR	18,688	19,418	20,191	20,859	21,611	22,258	22,989	23,761	24,597	25,453	1
		MO	1,557	1,618	1,683	1,738	1,801	1,855	1,916	1,980	2,050	2,121	
		HR	8.95	9.30	9.67	9.99	10.35	10.66	11.01	11.38	11.78	12.19	
A	2	YR	19,418	20,191	20,859	21,611	22,258	22,989	23,761	24,597	25,453	26,309	2
		MO	1,618	1,683	1,738	1,801	1,855	1,916	1,980	2,050	2,121	2,192	
		HR	9.30	9.67	9.99	10.35	10.66	11.01	11.38	11.78	12.19	12.60	
A	3	YR	20,191	20,859	21,611	22,258	22,989	23,761	24,597	25,453	26,309	27,248	3
		MO	1,683	1,738	1,801	1,855	1,916	1,980	2,050	2,121	2,192	2,271	
		HR	9.67	9.99	10.35	10.66	11.01	11.38	11.78	12.19	12.60	13.05	
A	4	YR	20,859	21,611	22,258	22,989	23,761	24,597	25,453	26,309	27,248	28,188	4
		MO	1,738	1,801	1,855	1,916	1,980	2,050	2,121	2,192	2,271	2,349	
		HR	9.99	10.35	10.66	11.01	11.38	11.78	12.19	12.60	13.05	13.50	
A	5	YR	21,611	22,258	22,989	23,761	24,597	25,453	26,309	27,248	28,188	29,169	5
		MO	1,801	1,855	1,916	1,980	2,050	2,121	2,192	2,271	2,349	2,431	
		HR	10.35	10.66	11.01	11.38	11.78	12.19	12.60	13.05	13.50	13.97	
A	6	YR	22,258	22,989	23,761	24,597	25,453	26,309	27,248	28,188	29,169	30,255	6
		MO	1,855	1,916	1,980	2,050	2,121	2,192	2,271	2,349	2,431	2,521	
		HR	10.66	11.01	11.38	11.78	12.19	12.60	13.05	13.50	13.97	14.49	
A	7	YR	22,989	23,761	24,597	25,453	26,309	27,248	28,188	29,169	30,255	31,383	7
		MO	1,916	1,980	2,050	2,121	2,192	2,271	2,349	2,431	2,521	2,615	
		HR	11.01	11.38	11.78	12.19	12.60	13.05	13.50	13.97	14.49	15.03	
A	8	YR	23,761	24,597	25,453	26,309	27,248	28,188	29,169	30,255	31,383	32,468	8
		MO	1,980	2,050	2,121	2,192	2,271	2,349	2,431	2,521	2,615	2,706	
		HR	11.38	11.78	12.19	12.60	13.05	13.50	13.97	14.49	15.03	15.55	
A	9	YR	24,597	25,453	26,309	27,248	28,188	29,169	30,255	31,383	32,468	33,638	9
		MO	2,050	2,121	2,192	2,271	2,349	2,431	2,521	2,615	2,706	2,803	
		HR	11.78	12.19	12.60	13.05	13.50	13.97	14.49	15.03	15.55	16.11	
A	10	YR	25,453	26,309	27,248	28,188	29,169	30,255	31,383	32,468	33,638	34,890	10
		MO	2,121	2,192	2,271	2,349	2,431	2,521	2,615	2,706	2,803	2,908	
		HR	12.19	12.60	13.05	13.50	13.97	14.49	15.03	15.55	16.11	16.71	
A	11	YR	26,309	27,248	28,188	29,169	30,255	31,383	32,468	33,638	34,890	36,122	11
		MO	2,192	2,271	2,349	2,431	2,521	2,615	2,706	2,803	2,908	3,010	
		HR	12.60	13.05	13.50	13.97	14.49	15.03	15.55	16.11	16.71	17.30	
A	12	YR	27,248	28,188	29,169	30,255	31,383	32,468	33,638	34,890	36,122	37,480	12
		MO	2,271	2,349	2,431	2,521	2,615	2,706	2,803	2,908	3,010	3,123	
		HR	13.05	13.50	13.97	14.49	15.03	15.55	16.11	16.71	17.30	17.95	
A	13	YR	28,188	29,169	30,255	31,383	32,468	33,638	34,890	36,122	37,480	38,816	13
		MO	2,349	2,431	2,521	2,615	2,706	2,803	2,908	3,010	3,123	3,235	
		HR	13.50	13.97	14.49	15.03	15.55	16.11	16.71	17.30	17.95	18.59	
A	14	YR	29,169	30,255	31,383	32,468	33,638	34,890	36,122	37,480	38,816	40,194	14
		MO	2,431	2,521	2,615	2,706	2,803	2,908	3,010	3,123	3,235	3,350	
		HR	13.97	14.49	15.03	15.55	16.11	16.71	17.30	17.95	18.59	19.25	
A	15	YR	30,255	31,383	32,468	33,638	34,890	36,122	37,480	38,816	40,194	41,802	15
		MO	2,521	2,615	2,706	2,803	2,908	3,010	3,123	3,235	3,350	3,483	
		HR	14.49	15.03	15.55	16.11	16.71	17.30	17.95	18.59	19.25	20.02	

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

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

APPENDIX G (Cont.)
 Compensation Grid 7
 Commissioner's Plan Professional
 Series A, Ranges 1-30
 Effective 01/06/88 - 07/05/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
A	16	YR	31,383	32,468	33,638	34,890	36,122	37,480	38,816	40,194	41,802	43,326	16
		MO	2,615	2,706	2,803	2,908	3,010	3,123	3,235	3,350	3,483	3,611	
		HR	15.03	15.55	16.11	16.71	17.30	17.95	18.59	19.25	20.02	20.75	
A	17	YR	32,468	33,638	34,890	36,122	37,480	38,816	40,194	41,802	43,326	44,892	17
		MO	2,706	2,803	2,908	3,010	3,123	3,235	3,350	3,483	3,611	3,741	
		HR	15.55	16.11	16.71	17.30	17.95	18.59	19.25	20.02	20.75	21.50	
A	18	YR	33,638	34,890	36,122	37,480	38,816	40,194	41,802	43,326	44,892	46,646	18
		MO	2,803	2,908	3,010	3,123	3,235	3,350	3,483	3,611	3,741	3,887	
		HR	16.11	16.71	17.30	17.95	18.59	19.25	20.02	20.75	21.50	22.34	
A	19	YR	34,890	36,122	37,480	38,816	40,194	41,802	43,326	44,892	46,646	48,275	19
		MO	2,908	3,010	3,123	3,235	3,350	3,483	3,611	3,741	3,887	4,023	
		HR	16.71	17.30	17.95	18.59	19.25	20.02	20.75	21.50	22.34	23.12	
A	20	YR	36,122	37,480	38,816	40,194	41,802	43,326	44,892	46,646	48,275	49,945	20
		MO	3,010	3,123	3,235	3,350	3,483	3,611	3,741	3,887	4,023	4,162	
		HR	17.30	17.95	18.59	19.25	20.02	20.75	21.50	22.34	23.12	23.92	
A	21	YR	37,480	38,816	40,194	41,802	43,326	44,892	46,646	48,275	49,945	51,741	21
		MO	3,123	3,235	3,350	3,483	3,611	3,741	3,887	4,023	4,162	4,312	
		HR	17.95	18.59	19.25	20.02	20.75	21.50	22.34	23.12	23.92	24.78	
A	22	YR	38,816	40,194	41,802	43,326	44,892	46,646	48,275	49,945	51,741	53,662	22
		MO	3,235	3,350	3,483	3,611	3,741	3,887	4,023	4,162	4,312	4,472	
		HR	18.59	19.25	20.02	20.75	21.50	22.34	23.12	23.92	24.78	25.70	
A	23	YR	40,194	41,802	43,326	44,892	46,646	48,275	49,945	51,741	53,662	55,541	23
		MO	3,350	3,483	3,611	3,741	3,887	4,023	4,162	4,312	4,472	4,628	
		HR	19.25	20.02	20.75	21.50	22.34	23.12	23.92	24.78	25.70	26.60	
A	24	YR	41,802	43,326	44,892	46,646	48,275	49,945	51,741	53,662	55,541	57,545	24
		MO	3,483	3,611	3,741	3,887	4,023	4,162	4,312	4,472	4,628	4,795	
		HR	20.02	20.75	21.50	22.34	23.12	23.92	24.78	25.70	26.60	27.56	
A	25	YR	43,326	44,892	46,646	48,275	49,945	51,741	53,662	55,541	57,545	59,612	25
		MO	3,611	3,741	3,887	4,023	4,162	4,312	4,472	4,628	4,795	4,968	
		HR	20.75	21.50	22.34	23.12	23.92	24.78	25.70	26.60	27.56	28.55	
A	26	YR	44,892	46,646	48,275	49,945	51,741	53,662	55,541	57,545	59,612	61,784	26
		MO	3,741	3,887	4,023	4,162	4,312	4,472	4,628	4,795	4,968	5,149	
		HR	21.50	22.34	23.12	23.92	24.78	25.70	26.60	27.56	28.55	29.59	
A	27	YR	46,646	48,275	49,945	51,741	53,662	55,541	57,545	59,612	61,784	64,039	27
		MO	3,887	4,023	4,162	4,312	4,472	4,628	4,795	4,968	5,149	5,337	
		HR	22.34	23.12	23.92	24.78	25.70	26.60	27.56	28.55	29.59	30.67	
A	28	YR	48,275	49,945	51,741	53,662	55,541	57,545	59,612	61,784	64,039		28
		MO	4,023	4,162	4,312	4,472	4,628	4,795	4,968	5,149	5,337		
		HR	23.12	23.92	24.78	25.70	26.60	27.56	28.55	29.59	30.67		
A	29	YR	49,945	51,741	53,662	55,541	57,545	59,612	61,784	64,039			29
		MO	4,162	4,312	4,472	4,628	4,795	4,968	5,149	5,337			
		HR	23.92	24.78	25.70	26.60	27.56	28.55	29.59	30.67			
A	30	YR	51,741	53,662	55,541	57,545	59,612	61,784	64,039				30
		MO	4,312	4,472	4,628	4,795	4,968	5,149	5,337				
		HR	24.78	25.70	26.60	27.56	28.55	29.59	30.67				
Step			01	02	03	04	05	06	07	08	09	10	
Comp Code			A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate													
MO - Monthly Salary Rate													
HR - Hourly Salary Rate													

APPENDIX G (Cont.)

Compensation Grid 8
 Commissioner's Plan Supervisory
 Series J, Ranges 1-29
 Effective 01/06/88 - 06/30/88

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											Range
J	01	YR	17,205	17,623	18,103	18,562	19,063	19,606	20,170	20,713	21,402	01
		MO	1,434	1,469	1,509	1,547	1,589	1,634	1,681	1,726	1,784	
		HR	8.24	8.44	8.67	8.89	9.13	9.39	9.66	9.92	10.25	
J	02	YR	17,623	18,103	18,562	19,063	19,606	20,170	20,713	21,402	21,966	02
		MO	1,469	1,509	1,547	1,589	1,634	1,681	1,726	1,784	1,830	
		HR	8.44	8.67	8.89	9.13	9.39	9.66	9.92	10.25	10.52	
J	03	YR	18,103	18,562	19,063	19,606	20,170	20,713	21,402	21,966	22,634	03
		MO	1,509	1,547	1,589	1,634	1,681	1,726	1,784	1,830	1,886	
		HR	8.67	8.89	9.13	9.39	9.66	9.92	10.25	10.52	10.84	
J	04	YR	18,562	19,063	19,606	20,170	20,713	21,402	22,008	22,634	23,365	04
		MO	1,547	1,589	1,634	1,681	1,726	1,784	1,834	1,886	1,947	
		HR	8.89	9.13	9.39	9.66	9.92	10.25	10.54	10.84	11.19	
J	05	YR	19,063	19,606	20,170	20,713	21,402	22,049	22,697	23,469	24,096	05
		MO	1,589	1,634	1,681	1,726	1,784	1,837	1,891	1,956	2,008	
		HR	9.13	9.39	9.66	9.92	10.25	10.56	10.87	11.24	11.54	
J	06	YR	19,606	20,170	20,713	21,402	22,112	22,780	23,532	24,096	24,847	06
		MO	1,634	1,681	1,726	1,784	1,843	1,898	1,961	2,008	2,071	
		HR	9.39	9.66	9.92	10.25	10.59	10.91	11.27	11.54	11.90	
J	07	YR	20,170	20,713	21,402	22,175	22,822	23,615	24,325	24,847	25,620	07
		MO	1,681	1,726	1,784	1,848	1,902	1,968	2,027	2,071	2,135	
		HR	9.66	9.92	10.25	10.62	10.93	11.31	11.65	11.90	12.27	
J	08	YR	20,713	21,402	22,175	22,864	23,699	24,576	25,536	26,476	27,436	08
		MO	1,726	1,784	1,848	1,905	1,975	2,048	2,128	2,206	2,286	
		HR	9.92	10.25	10.62	10.95	11.35	11.77	12.23	12.68	13.14	
J	09	YR	21,402	22,175	22,864	23,699	24,576	25,536	26,476	27,436	28,501	09
		MO	1,784	1,848	1,905	1,975	2,048	2,128	2,206	2,286	2,375	
		HR	10.25	10.62	10.95	11.35	11.77	12.23	12.68	13.14	13.65	
J	10	YR	22,175	22,864	23,699	24,576	25,536	26,476	27,436	28,501	29,566	10
		MO	1,848	1,905	1,975	2,048	2,128	2,206	2,286	2,375	2,464	
		HR	10.62	10.95	11.35	11.77	12.23	12.68	13.14	13.65	14.16	
J	11	YR	22,864	23,699	24,576	25,536	26,476	27,436	28,501	29,566	30,631	11
		MO	1,905	1,975	2,048	2,128	2,206	2,286	2,375	2,464	2,553	
		HR	10.95	11.35	11.77	12.23	12.68	13.14	13.65	14.16	14.67	
J	12	YR	23,699	24,576	25,536	26,476	27,436	28,501	29,566	30,631	31,863	12
		MO	1,975	2,048	2,128	2,206	2,286	2,375	2,464	2,553	2,655	
		HR	11.35	11.77	12.23	12.68	13.14	13.65	14.16	14.67	15.26	
J	13	YR	24,576	25,536	26,476	27,436	28,501	29,566	30,631	31,863	33,053	13
		MO	2,048	2,128	2,206	2,286	2,375	2,464	2,553	2,655	2,754	
		HR	11.77	12.23	12.68	13.14	13.65	14.16	14.67	15.26	15.83	
J	14	YR	25,536	26,476	27,436	28,501	29,566	30,631	31,863	33,053	34,285	14
		MO	2,128	2,206	2,286	2,375	2,464	2,553	2,655	2,754	2,857	
		HR	12.23	12.68	13.14	13.65	14.16	14.67	15.26	15.83	16.42	
J	15	YR	26,476	27,436	28,501	29,566	30,631	31,863	33,053	34,285	35,580	15
		MO	2,206	2,286	2,375	2,464	2,553	2,655	2,754	2,857	2,965	
		HR	12.68	13.14	13.65	14.16	14.67	15.26	15.83	16.42	17.04	

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

APPENDIX G (Cont.)

Compensation Grid 8
 Commissioner's Plan Supervisory
 Series J, Ranges 1-29
 Effective 01/06/88 - 06/30/88

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
J	16	YR	27,436	28,501	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	16
		MO	2,286	2,375	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	
		HR	13.14	13.65	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	
J	17	YR	28,501	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	17
		MO	2,375	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	
		HR	13.65	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	
J	18	YR	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	18
		MO	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	
		HR	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	
J	19	YR	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	19
		MO	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	
		HR	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	
J	20	YR	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	20
		MO	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	
		HR	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	
J	21	YR	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	21
		MO	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	
		HR	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	
J	22	YR	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	22
		MO	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	
		HR	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	
J	23	YR	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	23
		MO	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	
		HR	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	
J	24	YR	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	24
		MO	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	
		HR	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	
J	25	YR	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	25
		MO	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	
		HR	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	
J	26	YR	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	26
		MO	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	
		HR	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	
J	27	YR	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	27
		MO	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	
		HR	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	
J	28	YR	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	58,882	28
		MO	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	4,907	
		HR	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	28.20	
J	29	YR	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	58,882		29
		MO	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	4,907		
		HR	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	28.20		

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

APPENDIX H

Compensation Grid 9
 Commissioner's Plan Service, Health Care Non-Professional, and Clerical
 Series L, Ranges 42-77
 Effective 07/01/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	
Series	Range													Range
L	42	YR	12,486	12,758	13,092	13,384	13,718	14,094	14,407	14,720	14,992	15,242		42
		MO	1,041	1,063	1,091	1,115	1,143	1,175	1,201	1,227	1,249	1,270		
		HR	5.98	6.11	6.27	6.41	6.57	6.75	6.90	7.05	7.18	7.30		
L	43	YR	12,758	13,092	13,384	13,718	14,094	14,407	14,720	14,992	15,242	15,576		43
		MO	1,063	1,091	1,115	1,143	1,175	1,201	1,227	1,249	1,270	1,298		
		HR	6.11	6.27	6.41	6.57	6.75	6.90	7.05	7.18	7.30	7.46		
L	44	YR	13,092	13,384	13,718	14,094	14,407	14,720	14,992	15,242	15,576	15,848		44
		MO	1,091	1,115	1,143	1,175	1,201	1,227	1,249	1,270	1,298	1,321		
		HR	6.27	6.41	6.57	6.75	6.90	7.05	7.18	7.30	7.46	7.59		
L	45	YR	13,384	13,718	14,094	14,407	14,720	14,992	15,242	15,576	15,848	16,245		45
		MO	1,115	1,143	1,175	1,201	1,227	1,249	1,270	1,298	1,321	1,354		
		HR	6.41	6.57	6.75	6.90	7.05	7.18	7.30	7.46	7.59	7.78		
L	46	YR	13,718	14,094	14,407	14,720	14,992	15,242	15,576	15,848	16,245	16,579		46
		MO	1,143	1,175	1,201	1,227	1,249	1,270	1,298	1,321	1,354	1,382		
		HR	6.57	6.75	6.90	7.05	7.18	7.30	7.46	7.59	7.78	7.94		
L	47	YR	14,094	14,407	14,720	14,992	15,242	15,576	15,848	16,245	16,579	16,934		47
		MO	1,175	1,201	1,227	1,249	1,270	1,298	1,321	1,354	1,382	1,411		
		HR	6.75	6.90	7.05	7.18	7.30	7.46	7.59	7.78	7.94	8.11		
L	48	YR	14,407	14,720	14,992	15,242	15,576	15,848	16,245	16,579	16,934	17,330		48
		MO	1,201	1,227	1,249	1,270	1,298	1,321	1,354	1,382	1,411	1,444		
		HR	6.90	7.05	7.18	7.30	7.46	7.59	7.78	7.94	8.11	8.30		
L	49	YR	14,720	14,992	15,242	15,576	15,848	16,182	16,579	16,934	17,330	17,748		49
		MO	1,227	1,249	1,270	1,298	1,321	1,349	1,382	1,411	1,444	1,479		
		HR	7.05	7.18	7.30	7.46	7.59	7.75	7.94	8.11	8.30	8.50		
L	50	YR	14,992	15,242	15,576	15,848	16,182	16,537	16,913	17,330	17,748	18,124		50
		MO	1,249	1,270	1,298	1,321	1,349	1,378	1,409	1,444	1,479	1,510		
		HR	7.18	7.30	7.46	7.59	7.75	7.92	8.10	8.30	8.50	8.68		
L	51	YR	15,242	15,576	15,848	16,182	16,537	16,913	17,330	17,748	18,124	18,562		51
		MO	1,270	1,298	1,321	1,349	1,378	1,409	1,444	1,479	1,510	1,547		
		HR	7.30	7.46	7.59	7.75	7.92	8.10	8.30	8.50	8.68	8.89		
L	52	YR	15,576	15,848	16,182	16,537	16,913	17,330	17,748	18,124	18,562	19,043		52
		MO	1,298	1,321	1,349	1,378	1,409	1,444	1,479	1,510	1,547	1,587		
		HR	7.46	7.59	7.75	7.92	8.10	8.30	8.50	8.68	8.89	9.12		
L	53	YR	15,848	16,182	16,537	16,913	17,330	17,748	18,124	18,562	19,043	19,523		53
		MO	1,321	1,349	1,378	1,409	1,444	1,479	1,510	1,547	1,587	1,627		
		HR	7.59	7.75	7.92	8.10	8.30	8.50	8.68	8.89	9.12	9.35		
L	54	YR	16,182	16,537	16,913	17,330	17,748	18,124	18,562	19,043	19,523	20,107		54
		MO	1,349	1,378	1,409	1,444	1,479	1,510	1,547	1,587	1,627	1,676		
		HR	7.75	7.92	8.10	8.30	8.50	8.68	8.89	9.12	9.35	9.63		
L	55	YR	16,537	16,913	17,330	17,748	18,124	18,562	19,043	19,523	20,107	20,609		55
		MO	1,378	1,409	1,444	1,479	1,510	1,547	1,587	1,627	1,676	1,717		
		HR	7.92	8.10	8.30	8.50	8.68	8.89	9.12	9.35	9.63	9.87		
L	56	YR	16,913	17,330	17,748	18,124	18,562	19,043	19,523	20,107	20,609	21,131	21,694	56
		MO	1,409	1,444	1,479	1,510	1,547	1,587	1,627	1,676	1,717	1,761	1,808	
		HR	8.10	8.30	8.50	8.68	8.89	9.12	9.35	9.63	9.87	10.12	10.39	
L	57	YR	17,330	17,748	18,124	18,562	19,043	19,523	20,107	20,609	21,131	21,694	22,321	57
		MO	1,444	1,479	1,510	1,547	1,587	1,627	1,676	1,717	1,761	1,808	1,860	
		HR	8.30	8.50	8.68	8.89	9.12	9.35	9.63	9.87	10.12	10.39	10.69	
L	58	YR	17,748	18,124	18,562	19,043	19,523	20,107	20,609	21,131	21,694	22,321		58
		MO	1,479	1,510	1,547	1,587	1,627	1,676	1,717	1,761	1,808	1,860		
		HR	8.50	8.68	8.89	9.12	9.35	9.63	9.87	10.12	10.39	10.69		
L	59	YR	18,124	18,562	19,043	19,523	20,107	20,609	21,131	21,694	22,321	22,926	23,553	59
		MO	1,510	1,547	1,587	1,627	1,676	1,717	1,761	1,808	1,860	1,911	1,963	
		HR	8.68	8.89	9.12	9.35	9.63	9.87	10.12	10.39	10.69	10.98	11.28	

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

APPENDIX H (Cont.)

Compensation Grid 9
 Commissioner's Plan Service, Health Care Non-Professional, and Clerical
 Series L, Ranges 42-77
 Effective 07/01/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	Range
Series	Range													
L	60	YR	18,562	19,043	19,523	20,107	20,609	21,131	21,694	22,321	22,926	23,553	24,283	60
		MO	1,547	1,587	1,627	1,676	1,717	1,761	1,808	1,860	1,911	1,963	2,024	
		HR	8.89	9.12	9.35	9.63	9.87	10.12	10.39	10.69	10.98	11.28	11.63	
L	61	YR	19,043	19,523	20,107	20,609	21,131	21,694	22,321	22,926	23,553	24,283		61
		MO	1,587	1,627	1,676	1,717	1,761	1,808	1,860	1,911	1,963	2,024		
		HR	9.12	9.35	9.63	9.87	10.12	10.39	10.69	10.98	11.28	11.63		
L	62	YR	19,523	20,107	20,609	21,131	21,694	22,321	22,926	23,553	24,283	24,972		62
		MO	1,627	1,676	1,717	1,761	1,808	1,860	1,911	1,963	2,024	2,081		
		HR	9.35	9.63	9.87	10.12	10.39	10.69	10.98	11.28	11.63	11.96		
L	63	YR	20,107	20,609	21,131	21,694	22,321	22,926	23,553	24,283	24,972	25,682		63
		MO	1,676	1,717	1,761	1,808	1,860	1,911	1,963	2,024	2,081	2,140		
		HR	9.63	9.87	10.12	10.39	10.69	10.98	11.28	11.63	11.96	12.30		
L	64	YR	20,609	21,131	21,694	22,321	22,926	23,553	24,283	24,972	25,682	26,392		64
		MO	1,717	1,761	1,808	1,860	1,911	1,963	2,024	2,081	2,140	2,199		
		HR	9.87	10.12	10.39	10.69	10.98	11.28	11.63	11.96	12.30	12.64		
L	65	YR	21,131	21,694	22,321	22,926	23,553	24,283	24,972	25,682	26,392	27,102		65
		MO	1,761	1,808	1,860	1,911	1,963	2,024	2,081	2,140	2,199	2,259		
		HR	10.12	10.39	10.69	10.98	11.28	11.63	11.96	12.30	12.64	12.98		
L	66	YR	21,694	22,321	22,926	23,553	24,283	24,972	25,682	26,392	27,102	27,791		66
		MO	1,808	1,860	1,911	1,963	2,024	2,081	2,140	2,199	2,259	2,316		
		HR	10.39	10.69	10.98	11.28	11.63	11.96	12.30	12.64	12.98	13.31		
L	67	YR	22,321	22,926	23,553	24,283	24,972	25,682	26,392	27,102	27,791	28,585		67
		MO	1,860	1,911	1,963	2,024	2,081	2,140	2,199	2,259	2,316	2,382		
		HR	10.69	10.98	11.28	11.63	11.96	12.30	12.64	12.98	13.31	13.69		
L	68	YR	22,926	23,553	24,283	24,972	25,682	26,392	27,102	27,791	28,585	29,357		68
		MO	1,911	1,963	2,024	2,081	2,140	2,199	2,259	2,316	2,382	2,446		
		HR	10.98	11.28	11.63	11.96	12.30	12.64	12.98	13.31	13.69	14.06		
L	69	YR	23,553	24,283	24,972	25,682	26,392	27,102	27,791	28,585	29,357	30,109		69
		MO	1,963	2,024	2,081	2,140	2,199	2,259	2,316	2,382	2,446	2,509		
		HR	11.28	11.63	11.96	12.30	12.64	12.98	13.31	13.69	14.06	14.42		
L	70	YR	24,283	24,972	25,682	26,392	27,102	27,791	28,585	29,357	30,109	30,923		70
		MO	2,024	2,081	2,140	2,199	2,259	2,316	2,382	2,446	2,509	2,577		
		HR	11.63	11.96	12.30	12.64	12.98	13.31	13.69	14.06	14.42	14.81		
L	71	YR	24,972	25,682	26,392	27,102	27,791	28,585	29,357	30,109	30,923	31,717		71
		MO	2,081	2,140	2,199	2,259	2,316	2,382	2,446	2,509	2,577	2,643		
		HR	11.96	12.30	12.64	12.98	13.31	13.69	14.06	14.42	14.81	15.19		
L	72	YR	25,682	26,392	27,102	27,791	28,585	29,357	30,109	30,923	31,717	32,468		72
		MO	2,140	2,199	2,259	2,316	2,382	2,446	2,509	2,577	2,643	2,706		
		HR	12.30	12.64	12.98	13.31	13.69	14.06	14.42	14.81	15.19	15.55		
L	73	YR	26,392	27,102	27,791	28,585	29,357	30,109	30,923	31,717	32,468	33,283		73
		MO	2,199	2,259	2,316	2,382	2,446	2,509	2,577	2,643	2,706	2,774		
		HR	12.64	12.98	13.31	13.69	14.06	14.42	14.81	15.19	15.55	15.94		
L	74	YR	27,102	27,791	28,585	29,357	30,109	30,923	31,717	32,468	33,283	34,034		74
		MO	2,259	2,316	2,382	2,446	2,509	2,577	2,643	2,706	2,774	2,836		
		HR	12.98	13.31	13.69	14.06	14.42	14.81	15.19	15.55	15.94	16.30		
L	75	YR	27,791	28,585	29,357	30,109	30,923	31,717	32,468	33,283	34,034	34,870		75
		MO	2,316	2,382	2,446	2,509	2,577	2,643	2,706	2,774	2,836	2,906		
		HR	13.31	13.69	14.06	14.42	14.81	15.19	15.55	15.94	16.30	16.70		
L	76	YR	28,585	29,357	30,109	30,923	31,717	32,468	33,283	34,034	34,870	35,621		76
		MO	2,382	2,446	2,509	2,577	2,643	2,706	2,774	2,836	2,906	2,968		
		HR	13.69	14.06	14.42	14.81	15.19	15.55	15.94	16.30	16.70	17.06		
L	77	YR	29,357	30,109	30,923	31,717	32,468	33,283	34,034	34,870	35,621	36,394		77
		MO	2,446	2,509	2,577	2,643	2,706	2,774	2,836	2,906	2,968	3,033		
		HR	14.06	14.42	14.81	15.19	15.55	15.94	16.30	16.70	17.06	17.43		

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

APPENDIX H (Cont.)

Compensation Grid 10
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 07/01/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step	Series	Range	01	02	03	04	05	06	07	08	09	10	Range
	C	42	YR 12,486	12,758	13,113	13,447	13,802	14,240	14,532	14,867	15,201	15,514	
		MO	1,041	1,063	1,093	1,121	1,150	1,187	1,211	1,239	1,267	1,293	42
		HR	5.98	6.11	6.28	6.44	6.61	6.82	6.96	7.12	7.28	7.43	
	C	43	YR 12,758	13,113	13,447	13,802	14,240	14,532	14,867	15,201	15,514	15,806	
		MO	1,063	1,093	1,121	1,150	1,187	1,211	1,239	1,267	1,293	1,317	43
		HR	6.11	6.28	6.44	6.61	6.82	6.96	7.12	7.28	7.43	7.57	
	C	44	YR 13,113	13,447	13,802	14,240	14,532	14,867	15,201	15,514	15,806	16,161	
		MO	1,093	1,121	1,150	1,187	1,211	1,239	1,267	1,293	1,317	1,347	44
		HR	6.28	6.44	6.61	6.82	6.96	7.12	7.28	7.43	7.57	7.74	
	C	45	YR 13,447	13,802	14,240	14,532	14,867	15,201	15,514	15,806	16,161	16,579	
		MO	1,121	1,150	1,187	1,211	1,239	1,267	1,293	1,317	1,347	1,382	45
		HR	6.44	6.61	6.82	6.96	7.12	7.28	7.43	7.57	7.74	7.94	
	C	46	YR 13,802	14,240	14,532	14,867	15,201	15,514	15,806	16,161	16,579	16,975	
		MO	1,150	1,187	1,211	1,239	1,267	1,293	1,317	1,347	1,382	1,415	46
		HR	6.61	6.82	6.96	7.12	7.28	7.43	7.57	7.74	7.94	8.13	
	C	47	YR 14,240	14,532	14,867	15,201	15,514	15,806	16,161	16,579	16,975	17,372	
		MO	1,187	1,211	1,239	1,267	1,293	1,317	1,347	1,382	1,415	1,448	47
		HR	6.82	6.96	7.12	7.28	7.43	7.57	7.74	7.94	8.13	8.32	
	C	48	YR 14,532	14,867	15,201	15,514	15,806	16,161	16,579	16,975	17,372	17,811	
		MO	1,211	1,239	1,267	1,293	1,317	1,347	1,382	1,415	1,448	1,484	48
		HR	6.96	7.12	7.28	7.43	7.57	7.74	7.94	8.13	8.32	8.53	
	C	49	YR 14,867	15,201	15,514	15,806	16,161	16,495	16,975	17,372	17,811	18,207	
		MO	1,239	1,267	1,293	1,317	1,347	1,375	1,415	1,448	1,484	1,517	49
		HR	7.12	7.28	7.43	7.57	7.74	7.90	8.13	8.32	8.53	8.72	
	C	50	YR 15,201	15,514	15,806	16,161	16,495	16,913	17,330	17,811	18,207	18,646	
		MO	1,267	1,293	1,317	1,347	1,375	1,409	1,444	1,484	1,517	1,554	50
		HR	7.28	7.43	7.57	7.74	7.90	8.10	8.30	8.53	8.72	8.93	
	C	51	YR 15,514	15,806	16,161	16,495	16,913	17,330	17,811	18,207	18,646	19,105	
		MO	1,293	1,317	1,347	1,375	1,409	1,444	1,484	1,517	1,554	1,592	51
		HR	7.43	7.57	7.74	7.90	8.10	8.30	8.53	8.72	8.93	9.15	
	C	52	YR 15,806	16,161	16,495	16,913	17,330	17,811	18,207	18,646	19,105	19,627	
		MO	1,317	1,347	1,375	1,409	1,444	1,484	1,517	1,554	1,592	1,636	52
		HR	7.57	7.74	7.90	8.10	8.30	8.53	8.72	8.93	9.15	9.40	
	C	53	YR 16,161	16,495	16,913	17,330	17,811	18,207	18,646	19,105	19,627	20,191	
		MO	1,347	1,375	1,409	1,444	1,484	1,517	1,554	1,592	1,636	1,683	53
		HR	7.74	7.90	8.10	8.30	8.53	8.72	8.93	9.15	9.40	9.67	
	C	54	YR 16,495	16,913	17,330	17,811	18,207	18,646	19,105	19,627	20,191	20,796	
		MO	1,375	1,409	1,444	1,484	1,517	1,554	1,592	1,636	1,683	1,733	54
		HR	7.90	8.10	8.30	8.53	8.72	8.93	9.15	9.40	9.67	9.96	
	C	55	YR 16,913	17,330	17,811	18,207	18,646	19,105	19,627	20,191	20,796	21,360	
		MO	1,409	1,444	1,484	1,517	1,554	1,592	1,636	1,683	1,733	1,780	55
		HR	8.10	8.30	8.53	8.72	8.93	9.15	9.40	9.67	9.96	10.23	
	C	56	YR 17,330	17,811	18,207	18,646	19,105	19,627	20,191	20,796	21,360	21,966	
		MO	1,444	1,484	1,517	1,554	1,592	1,636	1,683	1,733	1,780	1,830	56
		HR	8.30	8.53	8.72	8.93	9.15	9.40	9.67	9.96	10.23	10.52	
	C	57	YR 17,811	18,207	18,646	19,105	19,627	20,191	20,796	21,360	21,966	22,613	
		MO	1,484	1,517	1,554	1,592	1,636	1,683	1,733	1,780	1,830	1,884	57
		HR	8.53	8.72	8.93	9.15	9.40	9.67	9.96	10.23	10.52	10.83	
	C	58	YR 18,207	18,646	19,105	19,627	20,191	20,796	21,360	21,966	22,613	23,260	
		MO	1,517	1,554	1,592	1,636	1,683	1,733	1,780	1,830	1,884	1,938	58
		HR	8.72	8.93	9.15	9.40	9.67	9.96	10.23	10.52	10.83	11.14	
	C	59	YR 18,646	19,105	19,627	20,191	20,796	21,360	21,966	22,613	23,260	23,908	
		MO	1,554	1,592	1,636	1,683	1,733	1,780	1,830	1,884	1,938	1,992	59
		HR	8.93	9.15	9.40	9.67	9.96	10.23	10.52	10.83	11.14	11.45	

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

APPENDIX H (Cont.)

Compensation Grid 10
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 07/01/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
C	60	YR	19,105	19,627	20,191	20,796	21,360	21,966	22,613	23,260	23,908	24,597	60
		MO	1,592	1,636	1,683	1,733	1,780	1,830	1,884	1,938	1,992	2,050	
		HR	9.15	9.40	9.67	9.96	10.23	10.52	10.83	11.14	11.45	11.78	
C	61	YR	19,627	20,191	20,796	21,360	21,966	22,613	23,260	23,908	24,597	25,348	61
		MO	1,636	1,683	1,733	1,780	1,830	1,884	1,938	1,992	2,050	2,112	
		HR	9.40	9.67	9.96	10.23	10.52	10.83	11.14	11.45	11.78	12.14	
C	62	YR	20,191	20,796	21,360	21,966	22,613	23,260	23,908	24,597	25,348	26,100	62
		MO	1,683	1,733	1,780	1,830	1,884	1,938	1,992	2,050	2,112	2,175	
		HR	9.67	9.96	10.23	10.52	10.83	11.14	11.45	11.78	12.14	12.50	
C	63	YR	20,796	21,360	21,966	22,613	23,260	23,908	24,597	25,348	26,100	26,893	63
		MO	1,733	1,780	1,830	1,884	1,938	1,992	2,050	2,112	2,175	2,241	
		HR	9.96	10.23	10.52	10.83	11.14	11.45	11.78	12.14	12.50	12.88	
C	64	YR	21,360	21,966	22,613	23,260	23,908	24,597	25,348	26,100	26,893	27,645	64
		MO	1,780	1,830	1,884	1,938	1,992	2,050	2,112	2,175	2,241	2,304	
		HR	10.23	10.52	10.83	11.14	11.45	11.78	12.14	12.50	12.88	13.24	
C	65	YR	21,966	22,613	23,260	23,908	24,597	25,348	26,100	26,893	27,645	28,418	65
		MO	1,830	1,884	1,938	1,992	2,050	2,112	2,175	2,241	2,304	2,368	
		HR	10.52	10.83	11.14	11.45	11.78	12.14	12.50	12.88	13.24	13.61	
C	66	YR	22,613	23,260	23,908	24,597	25,348	26,100	26,893	27,645	28,418	29,253	66
		MO	1,884	1,938	1,992	2,050	2,112	2,175	2,241	2,304	2,368	2,438	
		HR	10.83	11.14	11.45	11.78	12.14	12.50	12.88	13.24	13.61	14.01	
C	67	YR	23,260	23,908	24,597	25,348	26,100	26,893	27,645	28,418	29,253	30,046	67
		MO	1,938	1,992	2,050	2,112	2,175	2,241	2,304	2,368	2,438	2,504	
		HR	11.14	11.45	11.78	12.14	12.50	12.88	13.24	13.61	14.01	14.39	
C	68	YR	23,908	24,597	25,348	26,100	26,893	27,645	28,418	29,253	30,046	30,923	68
		MO	1,992	2,050	2,112	2,175	2,241	2,304	2,368	2,438	2,504	2,577	
		HR	11.45	11.78	12.14	12.50	12.88	13.24	13.61	14.01	14.39	14.81	
C	69	YR	24,597	25,348	26,100	26,893	27,645	28,418	29,253	30,046	30,923	31,758	69
		MO	2,050	2,112	2,175	2,241	2,304	2,368	2,438	2,504	2,577	2,647	
		HR	11.78	12.14	12.50	12.88	13.24	13.61	14.01	14.39	14.81	15.21	
C	70	YR	25,348	26,100	26,893	27,645	28,418	29,253	30,046	30,923	31,758	32,594	70
		MO	2,112	2,175	2,241	2,304	2,368	2,438	2,504	2,577	2,647	2,716	
		HR	12.14	12.50	12.88	13.24	13.61	14.01	14.39	14.81	15.21	15.61	
C	71	YR	26,100	26,893	27,645	28,418	29,253	30,046	30,923	31,758	32,594	33,471	71
		MO	2,175	2,241	2,304	2,368	2,438	2,504	2,577	2,647	2,716	2,789	
		HR	12.50	12.88	13.24	13.61	14.01	14.39	14.81	15.21	15.61	16.03	
C	72	YR	26,893	27,645	28,418	29,253	30,046	30,923	31,758	32,594	33,471	34,348	72
		MO	2,241	2,304	2,368	2,438	2,504	2,577	2,647	2,716	2,789	2,862	
		HR	12.88	13.24	13.61	14.01	14.39	14.81	15.21	15.61	16.03	16.45	
C	73	YR	27,645	28,418	29,253	30,046	30,923	31,758	32,594	33,471	34,348	35,183	73
		MO	2,304	2,368	2,438	2,504	2,577	2,647	2,716	2,789	2,862	2,932	
		HR	13.24	13.61	14.01	14.39	14.81	15.21	15.61	16.03	16.45	16.85	
C	74	YR	28,418	29,253	30,046	30,923	31,758	32,594	33,471	34,348	35,183	36,039	74
		MO	2,368	2,438	2,504	2,577	2,647	2,716	2,789	2,862	2,932	3,003	
		HR	13.61	14.01	14.39	14.81	15.21	15.61	16.03	16.45	16.85	17.26	
C	75	YR	29,253	30,046	30,923	31,758	32,594	33,471	34,348	35,183	36,039	36,895	75
		MO	2,438	2,504	2,577	2,647	2,716	2,789	2,862	2,932	3,003	3,075	
		HR	14.01	14.39	14.81	15.21	15.61	16.03	16.45	16.85	17.26	17.67	
C	76	YR	30,046	30,923	31,758	32,594	33,471	34,348	35,183	36,039	36,895	37,772	76
		MO	2,504	2,577	2,647	2,716	2,789	2,862	2,932	3,003	3,075	3,148	
		HR	14.39	14.81	15.21	15.61	16.03	16.45	16.85	17.26	17.67	18.09	
C	77	YR	30,923	31,758	32,594	33,471	34,348	35,183	36,039	36,895	37,772	38,565	77
		MO	2,577	2,647	2,716	2,789	2,862	2,932	3,003	3,075	3,148	3,214	
		HR	14.81	15.21	15.61	16.03	16.45	16.85	17.26	17.67	18.09	18.47	

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

APPENDIX H (Cont.)

Compensation Grid 11
 Commissioner's Plan Professional
 Series A, Ranges 1-30
 Effective 07/06/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
A	1	YR	19,251	20,003	20,796	21,486	22,258	22,926	23,678	24,471	25,327	26,225	1
		MO	1,604	1,667	1,733	1,790	1,855	1,911	1,973	2,039	2,111	2,185	
		HR	9.22	9.58	9.96	10.29	10.66	10.98	11.34	11.72	12.13	12.56	
A	2	YR	20,003	20,796	21,486	22,258	22,926	23,678	24,471	25,327	26,225	27,102	2
		MO	1,667	1,733	1,790	1,855	1,911	1,973	2,039	2,111	2,185	2,259	
		HR	9.58	9.96	10.29	10.66	10.98	11.34	11.72	12.13	12.56	12.98	
A	3	YR	20,796	21,486	22,258	22,926	23,678	24,471	25,327	26,225	27,102	28,063	3
		MO	1,733	1,790	1,855	1,911	1,973	2,039	2,111	2,185	2,259	2,339	
		HR	9.96	10.29	10.66	10.98	11.34	11.72	12.13	12.56	12.98	13.44	
A	4	YR	21,486	22,258	22,926	23,678	24,471	25,327	26,225	27,102	28,063	29,044	4
		MO	1,790	1,855	1,911	1,973	2,039	2,111	2,185	2,259	2,339	2,420	
		HR	10.29	10.66	10.98	11.34	11.72	12.13	12.56	12.98	13.44	13.91	
A	5	YR	22,258	22,926	23,678	24,471	25,327	26,225	27,102	28,063	29,044	30,046	5
		MO	1,855	1,911	1,973	2,039	2,111	2,185	2,259	2,339	2,420	2,504	
		HR	10.66	10.98	11.34	11.72	12.13	12.56	12.98	13.44	13.91	14.39	
A	6	YR	22,926	23,678	24,471	25,327	26,225	27,102	28,063	29,044	30,046	31,153	6
		MO	1,911	1,973	2,039	2,111	2,185	2,259	2,339	2,420	2,504	2,596	
		HR	10.98	11.34	11.72	12.13	12.56	12.98	13.44	13.91	14.39	14.92	
A	7	YR	23,678	24,471	25,327	26,225	27,102	28,063	29,044	30,046	31,153	32,322	7
		MO	1,973	2,039	2,111	2,185	2,259	2,339	2,420	2,504	2,596	2,694	
		HR	11.34	11.72	12.13	12.56	12.98	13.44	13.91	14.39	14.92	15.48	
A	8	YR	24,471	25,327	26,225	27,102	28,063	29,044	30,046	31,153	32,322	33,450	8
		MO	2,039	2,111	2,185	2,259	2,339	2,420	2,504	2,596	2,694	2,787	
		HR	11.72	12.13	12.56	12.98	13.44	13.91	14.39	14.92	15.48	16.02	
A	9	YR	25,327	26,225	27,102	28,063	29,044	30,046	31,153	32,322	33,450	34,640	9
		MO	2,111	2,185	2,259	2,339	2,420	2,504	2,596	2,694	2,787	2,887	
		HR	12.13	12.56	12.98	13.44	13.91	14.39	14.92	15.48	16.02	16.59	
A	10	YR	26,225	27,102	28,063	29,044	30,046	31,153	32,322	33,450	34,640	35,934	10
		MO	2,185	2,259	2,339	2,420	2,504	2,596	2,694	2,787	2,887	2,995	
		HR	12.56	12.98	13.44	13.91	14.39	14.92	15.48	16.02	16.59	17.21	
A	11	YR	27,102	28,063	29,044	30,046	31,153	32,322	33,450	34,640	35,934	37,208	11
		MO	2,259	2,339	2,420	2,504	2,596	2,694	2,787	2,887	2,995	3,101	
		HR	12.98	13.44	13.91	14.39	14.92	15.48	16.02	16.59	17.21	17.82	
A	12	YR	28,063	29,044	30,046	31,153	32,322	33,450	34,640	35,934	37,208	38,607	12
		MO	2,339	2,420	2,504	2,596	2,694	2,787	2,887	2,995	3,101	3,217	
		HR	13.44	13.91	14.39	14.92	15.48	16.02	16.59	17.21	17.82	18.49	
A	13	YR	29,044	30,046	31,153	32,322	33,450	34,640	35,934	37,208	38,607	39,985	13
		MO	2,420	2,504	2,596	2,694	2,787	2,887	2,995	3,101	3,217	3,332	
		HR	13.91	14.39	14.92	15.48	16.02	16.59	17.21	17.82	18.49	19.15	
A	14	YR	30,046	31,153	32,322	33,450	34,640	35,934	37,208	38,607	39,985	41,405	14
		MO	2,504	2,596	2,694	2,787	2,887	2,995	3,101	3,217	3,332	3,450	
		HR	14.39	14.92	15.48	16.02	16.59	17.21	17.82	18.49	19.15	19.83	
A	15	YR	31,153	32,322	33,450	34,640	35,934	37,208	38,607	39,985	41,405	43,055	15
		MO	2,596	2,694	2,787	2,887	2,995	3,101	3,217	3,332	3,450	3,588	
		HR	14.92	15.48	16.02	16.59	17.21	17.82	18.49	19.15	19.83	20.62	

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

YR - Yearly Salary Rate

MO - Monthly Salary Rate

HR - Hourly Salary Rate

APPENDIX H (Cont.)

Compensation Grid 11
Commissioner's Plan Professional
Series A, Ranges 1-30
Effective 07/06/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
A	16	YR	32,322	33,450	34,640	35,934	37,208	38,607	39,985	41,405	43,055	44,621	16
		MO	2,694	2,787	2,887	2,995	3,101	3,217	3,332	3,450	3,588	3,718	
		HR	15.48	16.02	16.59	17.21	17.82	18.49	19.15	19.83	20.62	21.37	
A	17	YR	33,450	34,640	35,934	37,208	38,607	39,985	41,405	43,055	44,621	46,249	17
		MO	2,787	2,887	2,995	3,101	3,217	3,332	3,450	3,588	3,718	3,854	
		HR	16.02	16.59	17.21	17.82	18.49	19.15	19.83	20.62	21.37	22.15	
A	18	YR	34,640	35,934	37,208	38,607	39,985	41,405	43,055	44,621	46,249	48,045	18
		MO	2,887	2,995	3,101	3,217	3,332	3,450	3,588	3,718	3,854	4,004	
		HR	16.59	17.21	17.82	18.49	19.15	19.83	20.62	21.37	22.15	23.01	
A	19	YR	35,934	37,208	38,607	39,985	41,405	43,055	44,621	46,249	48,045	49,715	19
		MO	2,995	3,101	3,217	3,332	3,450	3,588	3,718	3,854	4,004	4,143	
		HR	17.21	17.82	18.49	19.15	19.83	20.62	21.37	22.15	23.01	23.81	
A	20	YR	37,208	38,607	39,985	41,405	43,055	44,621	46,249	48,045	49,715	51,448	20
		MO	3,101	3,217	3,332	3,450	3,588	3,718	3,854	4,004	4,143	4,287	
		HR	17.82	18.49	19.15	19.83	20.62	21.37	22.15	23.01	23.81	24.64	
A	21	YR	38,607	39,985	41,405	43,055	44,621	46,249	48,045	49,715	51,448	53,286	21
		MO	3,217	3,332	3,450	3,588	3,718	3,854	4,004	4,143	4,287	4,440	
		HR	18.49	19.15	19.83	20.62	21.37	22.15	23.01	23.81	24.64	25.52	
A	22	YR	39,985	41,405	43,055	44,621	46,249	48,045	49,715	51,448	53,286	55,269	22
		MO	3,332	3,450	3,588	3,718	3,854	4,004	4,143	4,287	4,440	4,606	
		HR	19.15	19.83	20.62	21.37	22.15	23.01	23.81	24.64	25.52	26.47	
A	23	YR	41,405	43,055	44,621	46,249	48,045	49,715	51,448	53,286	55,269	57,211	23
		MO	3,450	3,588	3,718	3,854	4,004	4,143	4,287	4,440	4,606	4,768	
		HR	19.83	20.62	21.37	22.15	23.01	23.81	24.64	25.52	26.47	27.40	
A	24	YR	43,055	44,621	46,249	48,045	49,715	51,448	53,286	55,269	57,211	59,278	24
		MO	3,588	3,718	3,854	4,004	4,143	4,287	4,440	4,606	4,768	4,940	
		HR	20.62	21.37	22.15	23.01	23.81	24.64	25.52	26.47	27.40	28.39	
A	25	YR	44,621	46,249	48,045	49,715	51,448	53,286	55,269	57,211	59,278	61,408	25
		MO	3,718	3,854	4,004	4,143	4,287	4,440	4,606	4,768	4,940	5,117	
		HR	21.37	22.15	23.01	23.81	24.64	25.52	26.47	27.40	28.39	29.41	
A	26	YR	46,249	48,045	49,715	51,448	53,286	55,269	57,211	59,278	61,408	63,642	26
		MO	3,854	4,004	4,143	4,287	4,440	4,606	4,768	4,940	5,117	5,304	
		HR	22.15	23.01	23.81	24.64	25.52	26.47	27.40	28.39	29.41	30.48	
A	27	YR	48,045	49,715	51,448	53,286	55,269	57,211	59,278	61,408	63,642	65,960	27
		MO	4,004	4,143	4,287	4,440	4,606	4,768	4,940	5,117	5,304	5,497	
		HR	23.01	23.81	24.64	25.52	26.47	27.40	28.39	29.41	30.48	31.59	
A	28	YR	49,715	51,448	53,286	55,269	57,211	59,278	61,408	63,642	65,960		28
		MO	4,143	4,287	4,440	4,606	4,768	4,940	5,117	5,304	5,497		
		HR	23.81	24.64	25.52	26.47	27.40	28.39	29.41	30.48	31.59		
A	29	YR	51,448	53,286	55,269	57,211	59,278	61,408	63,642	65,960			29
		MO	4,287	4,440	4,606	4,768	4,940	5,117	5,304	5,497			
		HR	24.64	25.52	26.47	27.40	28.39	29.41	30.48	31.59			
A	30	YR	53,286	55,269	57,211	59,278	61,408	63,642	65,960				30
		MO	4,440	4,606	4,768	4,940	5,117	5,304	5,497				
		HR	25.52	26.47	27.40	28.39	29.41	30.48	31.59				

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

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

APPENDIX H (Cont.)

Compensation Grid 12
 Commissioner's Plan Supervisory
 Series J, Ranges 1-29
 Effective 07/01/88 - 06/30/89

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											Range
J	01	YR	17,727	18,145	18,646	19,126	19,627	20,191	20,776	21,339	22,049	01
		MO	1,477	1,512	1,554	1,594	1,636	1,683	1,731	1,778	1,837	
		HR	8.49	8.69	8.93	9.16	9.40	9.67	9.95	10.22	10.56	
J	02	YR	18,145	18,646	19,126	19,627	20,191	20,776	21,339	22,049	22,634	02
		MO	1,512	1,554	1,594	1,636	1,683	1,731	1,778	1,837	1,886	
		HR	8.69	8.93	9.16	9.40	9.67	9.95	10.22	10.56	10.84	
J	03	YR	18,646	19,126	19,627	20,191	20,776	21,339	22,049	22,634	23,323	03
		MO	1,554	1,594	1,636	1,683	1,731	1,778	1,837	1,886	1,944	
		HR	8.93	9.16	9.40	9.67	9.95	10.22	10.56	10.84	11.17	
J	04	YR	19,126	19,627	20,191	20,776	21,339	22,049	22,676	23,323	24,075	04
		MO	1,594	1,636	1,683	1,731	1,778	1,837	1,890	1,944	2,006	
		HR	9.16	9.40	9.67	9.95	10.22	10.56	10.86	11.17	11.53	
J	05	YR	19,627	20,191	20,776	21,339	22,049	22,717	23,386	24,179	24,826	05
		MO	1,636	1,683	1,731	1,778	1,837	1,893	1,949	2,015	2,069	
		HR	9.40	9.67	9.95	10.22	10.56	10.88	11.20	11.58	11.89	
J	06	YR	20,191	20,776	21,339	22,049	22,780	23,469	24,242	24,826	25,599	06
		MO	1,683	1,731	1,778	1,837	1,898	1,956	2,020	2,069	2,133	
		HR	9.67	9.95	10.22	10.56	10.91	11.24	11.61	11.89	12.26	
J	07	YR	20,776	21,339	22,049	22,843	23,511	24,325	25,056	25,599	26,392	07
		MO	1,731	1,778	1,837	1,904	1,959	2,027	2,088	2,133	2,199	
		HR	9.95	10.22	10.56	10.94	11.26	11.65	12.00	12.26	12.64	
J	08	YR	21,339	22,049	22,843	23,553	24,409	25,307	26,309	27,269	28,251	08
		MO	1,778	1,837	1,904	1,963	2,034	2,109	2,192	2,272	2,354	
		HR	10.22	10.56	10.94	11.28	11.69	12.12	12.60	13.06	13.53	
J	09	YR	22,049	22,843	23,553	24,409	25,307	26,309	27,269	28,251	29,357	09
		MO	1,837	1,904	1,963	2,034	2,109	2,192	2,272	2,354	2,446	
		HR	10.56	10.94	11.28	11.69	12.12	12.60	13.06	13.53	14.06	
J	10	YR	22,843	23,553	24,409	25,307	26,309	27,269	28,251	29,357	30,443	10
		MO	1,904	1,963	2,034	2,109	2,192	2,272	2,354	2,446	2,537	
		HR	10.94	11.28	11.69	12.12	12.60	13.06	13.53	14.06	14.58	
J	11	YR	23,553	24,409	25,307	26,309	27,269	28,251	29,357	30,443	31,550	11
		MO	1,963	2,034	2,109	2,192	2,272	2,354	2,446	2,537	2,629	
		HR	11.28	11.69	12.12	12.60	13.06	13.53	14.06	14.58	15.11	
J	12	YR	24,409	25,307	26,309	27,269	28,251	29,357	30,443	31,550	32,823	12
		MO	2,034	2,109	2,192	2,272	2,354	2,446	2,537	2,629	2,735	
		HR	11.69	12.12	12.60	13.06	13.53	14.06	14.58	15.11	15.72	
J	13	YR	25,307	26,309	27,269	28,251	29,357	30,443	31,550	32,823	34,034	13
		MO	2,109	2,192	2,272	2,354	2,446	2,537	2,629	2,735	2,836	
		HR	12.12	12.60	13.06	13.53	14.06	14.58	15.11	15.72	16.30	
J	14	YR	26,309	27,269	28,251	29,357	30,443	31,550	32,823	34,034	35,308	14
		MO	2,192	2,272	2,354	2,446	2,537	2,629	2,735	2,836	2,942	
		HR	12.60	13.06	13.53	14.06	14.58	15.11	15.72	16.30	16.91	
J	15	YR	27,269	28,251	29,357	30,443	31,550	32,823	34,034	35,308	36,644	15
		MO	2,272	2,354	2,446	2,537	2,629	2,735	2,836	2,942	3,054	
		HR	13.06	13.53	14.06	14.58	15.11	15.72	16.30	16.91	17.55	

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

YR - Yearly Salary Rate

MO - Monthly Salary Rate

HR - Hourly Salary Rate

APPENDIX H (Cont.)

Compensation Grid 12
 Commissioner's Plan Supervisory
 Series J, Ranges 1-29
 Effective 07/01/88 - 06/30/89

Comp Code			A	B	C	D	E	F	G	H	I	J	
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												Range
J	16	YR	28,251	29,357	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	16
		MO	2,354	2,446	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	
		HR	13.53	14.06	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	
J	17	YR	29,357	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	17
		MO	2,446	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	
		HR	14.06	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	
J	18	YR	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	18
		MO	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	
		HR	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	
J	19	YR	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	19
		MO	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	
		HR	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	
J	20	YR	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	20
		MO	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	
		HR	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	
J	21	YR	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	21
		MO	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	
		HR	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	
J	22	YR	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	22
		MO	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	
		HR	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	
J	23	YR	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	23
		MO	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	
		HR	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	
J	24	YR	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	24
		MO	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	
		HR	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	
J	25	YR	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	25
		MO	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	
		HR	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	
J	26	YR	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	26
		MO	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	
		HR	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	
J	27	YR	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	27
		MO	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	
		HR	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	
J	28	YR	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	60,656	28
		MO	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	5,055	
		HR	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	29.05	
J	29	YR	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	60,656		29
		MO	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	5,055		
		HR	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	29.05		

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

APPENDIX H (Cont.)

Compensation Grid 13
Positions in Units 217, 218, 219 and 221
with ranges unique to Commissioner's Plan
Series G

			Effective 7/1/88 - 6/30/89		
<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>		<u>Minimum</u>	<u>Maximum</u>
Registered Nurse Principal	G	54J	YR	27,541	37,396
			MO	2,295	3,116
			HR	13.19	17.91
Registered Nurse Senior	G	53J	YR	25,849	35,016
			MO	2,154	2,918
			HR	12.38	16.77
Registered Nurse	G	51J	YR	23,824	31,696
			MO	1,985	2,641
			HR	11.41	15.18

APPENDIX H (cont.)

Compensation Grid 14
Unit 213 Commissioner's Plan Health Treatment Professional
Series G

<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>	Effective 7/1/88 - 6/30/89	
			<u>Minimum</u>	<u>Maximum</u>
Buyer Pharmacist	G	78I	YR	31,069
			MO	2,589
			HR	14.88
Chief of Service	G	86F	YR	47,878
			MO	3,990
			HR	22.93
Dental Health Program Director	G	86I	YR	47,878
			MO	3,990
			HR	22.93
Dentist	G	83J	YR	40,925
			MO	3,410
			HR	19.60
Pharmacist	G	75I	YR	28,021
			MO	2,335
			HR	13.42
Pharmacist Clinician	G	81I	YR	35,830
			MO	2,986
			HR	17.16
Pharmacist, Senior	G	79I	YR	31,236
			MO	2,603
			HR	14.96
Pharmacy Consultant	G	80I	YR	34,536
			MO	2,878
			HR	16.54
Pharmacy Surveyor	G	79I	YR	31,236
			MO	2,603
			HR	14.96
Staff Physician	G	82H	YR	39,881
			MO	3,323
			HR	19.10
Staff Physician, Senior	G	85F	YR	46,082
			MO	3,840
			HR	22.07
Veterinarian	G	78I	YR	31,069
			MO	2,589
			HR	14.88

APPENDIX I

STATE PATROL SUPERVISORS

Hours of Work and Overtime. Work schedules for State Patrol Supervisors shall be established or changed by the Appointing Authority in accord with the needs of the State Patrol.

Overtime. State Patrol Lieutenants are eligible to be paid at their regular rate of pay for hours worked on a regularly scheduled day of rest when called in or assigned by the appropriate authority.

State Patrol Lieutenants shall be paid in cash or shall be given an equivalent number of compensatory hours at the discretion of the Appointing Authority after first considering the wishes of the Lieutenant. Lieutenants may accrue compensatory time to a maximum of 90 hours. All hours in excess of 90 shall be paid in cash.

Holidays. When a holiday falls on a scheduled day off, State Patrol Lieutenants shall be granted an alternative holiday within 60 days at a time mutually agreeable to the employee and the Employer.

Vacation Usage. A State Patrol Supervisor may be required to work during the employee's vacation once the vacation request has been approved if the operational needs of the State Patrol so require.

Leaves of Absence. An unpaid public office leave of absence shall be granted to State Patrol Supervisors in accord with the provisions of the collective bargaining agreement applicable to non-supervisory employees of the State Patrol.

Seniority and Lay-off. State Patrol Supervisors shall accrue seniority and be covered by the layoff provisions of Chapter 10 as if they were classified employees.

Seniority ties among State Patrol Supervisors shall be broken by length of employment with the State Patrol.

Disciplinary Actions. A State Patrol supervisor shall not be suspended, demoted or discharged except for just cause as provided in M.S. 299D.03, subd. 8.

	<u>Notice Requirements</u>	<u>Appeal Process</u>
Oral reprimand.	Not applicable.	None.
Written reprimand.	Specify reasons for action and changes expected.	Appealable through Step 3 of the Dispute Resolution Procedure in Chapter 12.
Intent to discharge, suspend, or demote.	Written notice of intent to take disciplinary action including reasons for intended action.	The Dispute Resolution Procedures in Chapter 13 of the Commissioner's Plan do not apply; however, within five (5)

Notice Requirements

B. Formal charges filed.

Written charges, signed and sworn to by the Appointing Authority, delivered in person to the supervisor or another person of suitable age and discretion at the supervisor's usual place of abode.

Appeal Process

work days, the Chief shall set a date for an informal meeting with the supervisor, unless waived by mutual agreement of both parties, to discuss the potential charges and intended disciplinary action. Any agreement to resolve the matter at this point shall be in writing and signed by both parties.

Appealable under the provisions of M.S. 43A.33, subdivisions 3(a) and 4; (described in Step 4b of the Dispute Resolution Procedures in Chapter 12) or through the procedure contained in M.S. 299D.03. Supervisors must elect one of these procedures in writing within five calendar days of being served with charges.