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OF EMPLOYEE
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COMMISSIONER'S PLAN



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COMMISSIONER'S PLAN

July 1, 1989 through June 30, 1991

Prepared pursuant to Minn. Stat. 43A.18, subdivision 2, by the:

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COMMISSIONER'S PLAN

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Chapter 1. COVERAGE

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

- 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, 1989, and ending on June 30, 1991. The provisions of Chapter 14 regarding salary range adjustments and individual salary increases are effective July 1, 1989. All other provisions are effective on the the date this Plan is approved by the Legislative Commission on Employee Relations. Provisions shall remain in effect after June 30, 1991, 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, 1989, 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-exempt employees (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.
- Exempt employees (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 Federal 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 Appointing Authority or the employee shall determine the form of payment 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. Appointing Authority 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. Employees who are instructed to remain in an on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time pay for each one (1) hour of on-call status.

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

Chapter 3. HOLIDAYS

Eligibility. All employees in payroll status are eligible for paid holidays except intermittent employees, 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>1989-90</u>	<u>1990-91</u>
Independence Day	Tuesday, July 4, 1989	Wednesday, July 4, 1990
Labor Day	Monday, September 4, 1989	Monday, September 3, 1990
Veterans Day	Friday, November 10, 1989	Monday, November 12, 1990
Thanksgiving Day	Thursday, November 23, 1989	Thursday, November 22, 1990
Day after Thanksgiving	Friday, November 24, 1989	Friday, November 23, 1990
Christmas	Monday, December 25, 1989	Tuesday, December 25, 1990
New Year's	Monday, January 1, 1990	Tuesday, January 1, 1991
Martin Luther King Day	Monday, January 15, 1990	Monday, January 21, 1991
Presidents Day	Monday, February 19, 1990	Monday, February 18, 1991
Memorial Day	Monday, May 28, 1990	Monday, May 27, 1991

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, 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 and Medical Specialists) at the end of the payroll period. 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 and Medical Specialists) at the end of the last payroll period of the fiscal year.

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

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 and Medical Specialists</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 four years of separation from another public jurisdiction may, at the Appointing Authority's discretion, transfer length of service credit for purposes of vacation accrual. 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.

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 and Medical Specialists). 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, 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. Upon receiving notification of duty, the employee must inform his/her Appointing Authority within seven (7) calendar days of receiving that notification.
- 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.
- Military leave in accord with 38 U.S.C. § 2024(d) for the period required to perform active duty for training or inactive duty training in the armed forces of the United States shall be granted with the employee being permitted to return to the employee's position with such seniority, status, pay and vacation as such employee would have had if the employee had not been absent due to service under § 2024(d). Upon receiving notification of duty, the employee must inform his/her Appointing Authority within seven (7) calendar days of receiving that notification.
- 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.
- Election Judge Leave. Leave shall be granted for purposes of serving as an election judge in any election.
- 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 and Medical Specialists shall serve probationary periods of one year.
- An Appointing Authority may reduce the length of a Health Treatment Professional or Medical Specialist's required probationary period to not less than 6 months, or may reduce the probationary period of an incumbent appointed to a reallocated position to not less than three (3) 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 and required to serve a new probationary period shall have a trial period of 15 calendar days in which to decide whether to remain in the new position. Upon his/her request, the employee shall be returned to his/her former class and/or agency any time during the trial period. If there is no vacancy, the employee shall be subject to the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency.

Chapter 8. EMPLOYEE DEVELOPMENT AND CAREER ADVANCEMENT

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, conference, or seminar will better prepare an employee to perform his/her current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may approve the employee's request for training and provide 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 paid to professional organizations related to the employee's job provided that the organization offering the membership does not directly influence agency policies, exist primarily for social reasons, have as its primary purpose the advancement of individual employee interests, or restrict membership on the basis of sex, race, or religion. The employee may attend meetings and seminars of professional organizations during work hours if the amount of time required is reasonable, the Appointing Authority approves such attendance as related to the work assignment, and staffing requirements permit. The employee may hold office in professional organizations if s/he receives no stipend or direct payment other than expense reimbursement from the organizations.

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

Reclassification Requests. An employee who believes that his/her position is inappropriately classified may request a review of the position by his/her personnel office or by the Staffing Services Division of the Department 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 Temporary, Emergency or Provisional Appointment. An employee working in a temporary, emergency or provisional appointment may be terminated at any time by the Appointing Authority and shall have no further rights to State employment unless, in the case of a provisional appointment, s/he has the right to return to the previously held class.

Chapter 10. SENIORITY, LAYOFF, RECALL, AND REEMPLOYMENT

Application of Seniority. All employees working in unlimited appointments in classified positions covered by this Plan shall accrue seniority as outlined below to be applied by the Appointing Authority in determining their relative positions for retention when a layoff occurs. 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.
- 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.

Chapter 11. DISCIPLINARY ACTION

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.

Chapter 12. RESOLUTION OF DISPUTES

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. (See Appendix M)

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.

Chapter 13. INSURANCE

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

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

A. Employees - Basic Eligibility. Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for: (1) emergency, temporary, and intermittent employees; (2) student workers hired after July 1, 1979; and (3) interns.

B. Employees - Special Eligibility. The following employees are also eligible to participate in the Group Insurance Program:

1. Job-sharing Employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program may participate in the Group Insurance Program.
2. Employees with a Work-related Injury/Disability. An employee who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.
3. Totally Disabled Employees. Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.
4. Retired Employees. An employee who retires from State service, is not eligible for regular (non-disability) Medicare coverage, has five (5) or more years of allowable pension service, and is entitled at the time of retirement to receive an annuity under a State retirement program, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

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

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

1. Spouse. The spouse of an eligible employee (if not legally separated). If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other.

2. Children and Grandchildren. An eligible employee's unmarried dependent children and unmarried dependent grandchildren: (1) through age 18; or (2) through age 22 if the child or grandchild is a full-time student at an accredited educational institution; or (3) through any age if the child or grandchild is incapable of self-sustaining employment by reason of mental retardation or physical disability and if chiefly dependent on the employee for support.

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

"Dependent Grandchild" includes an employee's: (1) grandchild placed in the legal custody of the employee, (2) grandchild legally adopted by the employee or placed for adoption with the employee, or (3) grandchild who is the dependent child of the employee's unmarried dependent child.

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

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

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

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

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

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

- B. Partial Employer Contribution - Basic Eligibility. The following employees covered by this Plan receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages. The partial Employer Contribution for health and dental coverages is fifty (50) percent of the full Employer Contribution for the 1989 and 1990 insurance years, and sixty-five (65) percent of the full Employer Contribution for the 1991 insurance year.
1. Part-time Employees. Employees who hold part-time, unlimited appointments and who work at least fifty (50) percent of the time but less than seventy-five (75) percent of the time.
 2. Seasonal Employees. Seasonal employees who are scheduled to work at least 1044 hours for a period of nine (9) months or more in any twelve (12) consecutive months.
- C. Special Eligibility. The following employees also receive an Employer Contribution:
1. Job-sharing Employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program receives a pro rata Employer Contribution according to the share of the job worked. The pro rata Employer Contribution applies only to health and dental coverages; job-sharing employees receive the full Employer Contribution for basic life coverage.
 2. Employees on Layoff. A classified employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been laid off, remains eligible for an Employer Contribution and all other benefits provided under this Chapter for six (6) months from the date of layoff.
 3. Work-related Injury/Disability. An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a disability leave under Chapter 6, he/she shall be eligible for an Employer contribution during that leave.
 4. Early Retirement Incentive. Any employee who attains the age of fifty-five (55) after the effective date and before the expiration date of this plan and who is covered by the Correctional Employees Retirement Fund or the State Patrol Retirement Fund and who is eligible for an annuity may elect either during the pay period in which his/her fifty-fifth (55th) birthday occurs or during the pay period in which his/her next anniversary date occurs, to take advantage of the early retirement incentive. Anniversary date for this purpose means the date upon which s/he completes his/her next year of allowable service as defined in Section 352B.01, Subd. 3.

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

Receipt of early retirement insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State portion of the insurance premium.

D. Maintaining Eligibility for Employer Contribution.

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

Section 4. Amount of Employer Contribution. For employees eligible for an Employer Contribution as described in section 3, the amount of the Employer Contribution will be determined as follows beginning on December 20, 1989. The Employer Contribution amounts and rules in effect on June 30, 1989 will continue through December 19, 1989.

A. Contribution Formula - Health Coverage.

1. Employee Coverage. For employee health coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the Lowest Cost Carrier, or the actual employee premium of the health plan chosen by the employee.
2. Dependent Coverage. For dependent health coverage, the Employer contributes an amount equal to the lesser of ninety (90) percent of the dependent premium of the Lowest Cost Carrier, or the actual dependent premium of the health plan chosen by the employee.

3. Lowest Cost Carrier. For the purposes of Section 4A, "Lowest Cost Carrier" means the health plan with: (1) the lowest family premium rate; and (2) operating in the county of the employee's permanent work location. "Family premium" is the total of the employee premium and the dependent premium.

The low-cost carrier for each county for the 1990 insurance year is listed in Appendix E. During the 1990 insurance year, the list may be changed only if the low-cost carrier no longer operates in a county.

4. Employee 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. If the health plan an employee is enrolled in is not available at the new permanent work location, then the Employer Contribution changes to the amount in effect at the new permanent work location.

B. Contribution Formula - Dental Coverage.

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

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

Section 5. Coverage Changes and Effective Dates.

- A. When Coverage May Be Chosen. An employee must make his/her choice of plans and choice of dependent coverage (if applicable) at the time of initial employment or during an open enrollment period. An employee may change his/her health or dental plan if the employee changes to a new permanent work location, and the employee's current plan is not available at the new work location. An employee may also add dependent health or dental coverage within thirty (30) days after the following events:

1. If an employee becomes married, the employee may add his/her spouse and any dependent children/grandchildren acquired as a result of the marriage.
2. If the employee's spouse loses group health or dental coverage, the employee may add his/her spouse and any dependent children/grandchildren who lost coverage as a result of the spouse's loss of coverage.
3. If an employee acquires a dependent child/grandchild, the employee may add coverage for that child/grandchild.

- B. Initial Effective Date. The initial effective date of coverage under the Group Insurance Program is the first day of the first payroll period beginning on or after the 28th calendar day following the employee's first day of employment, re-employment, re-hire, or reinstatement with the State. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage.
- C. Delay in Coverage Effective Date. Except for dependent coverage for newborn children, the effective date of initial coverage or a change in coverage is delayed in the event that, on the date coverage would otherwise be effective, an employee or his/her dependent is hospitalized. Initial coverage for a newborn child is not affected by the child's hospitalization. In all other cases, coverage does not begin or change until the beginning of the first payroll period following the employee's or dependent's hospital discharge. However, initial employee-only coverage may begin if the employee's dependent is hospitalized.

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

D. Open Enrollment.

1. Frequency and Duration. There shall be an open enrollment period for health coverage in each year of this Plan, and for dental coverage in the first year of this Plan. Open enrollment periods shall last a minimum of thirty (30) calendar days. Open enrollment changes become effective on December 20, 1989 in the first year of this Plan, and on January 2, 1991 in the second year of this Plan.
2. Eligibility to Participate. An employee eligible to participate in the Group Insurance Program, as described in Section 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may change his/her health or dental plan during open enrollment, but may not add coverages: (1) a former employee or dependent on continued coverage, as described in Section 2D; or (2) an early retiree prior to becoming eligible for regular Medicare coverage.
3. Materials for Employee Choice. Prior to each open enrollment, the Appointing Authority will give each employee a statement of his/her current coverage and a copy of the Summary Plan Document.

- E. Coverage Selection Prior to Retirement. An employee who retires and is entitled to receive an annuity under a State retirement program may change his/her health or dental plan during the thirty (30) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the first pay period beginning after the date of retirement.

Section 6. Basic Coverages.

A. Employee and Dependent Health Coverage.

1. Coverage Options. Eligible employees must select coverage under one of the health plans offered by the Employer, including health maintenance organization plans, the State Health Plan, or other health plans.
2. Coverage Under the State Health Plan. From July 1, 1989 through December 19, 1989, coverage under the State Health Plan will continue at the level in effect on June 30, 1989. Effective December 20, 1989, the State Health Plan will cover allowable charges for the following eligible services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from health care providers not in the State Health Plan network. Services provided through the State Health Plan are subject to the State Health Plan's managed care procedures and principles, including standards of medical necessity and appropriate practice.
 - a. Inpatient hospital services. \$100 deductible per person per year, maximum \$200 per family per year. After deductible is satisfied, 80% coverage up to a maximum annual copayment of \$580 per person, \$1,160 maximum annual copayment per family; 100% coverage thereafter.
 - b. Outpatient surgery center services. 100% coverage.
 - c. Outpatient emergency and urgicenter services. \$30 copayment per visit for outpatient emergency visits and \$15 copayment per visit for urgicenter visits that do not result in hospital admission within twenty-four (24) hours; 100% coverage thereafter.
 - d. Out-of-network services. \$300 deductible per person per year, maximum \$600 deductible per family per year. After deductible is satisfied, 70% coverage up to a maximum annual copayment of \$3,000 per person, \$6,000 per family; 100% coverage thereafter. The out-of-network deductibles and copayments are separate from the in-network deductibles and copayments (Section 6A2a).
 - e. Home health services. 100% coverage up to a maximum of \$5,000 eligible expenses per person per year.
 - f. X-rays and laboratory tests. 100% coverage.
 - g. Preventive care. 100% coverage.
 - h. Physicians services. 100% coverage.
 - i. Eye exams. 100% coverage (limited to one routine examination per year).
 - j. Mental health services - inpatient. Inpatient hospital services deductible and copayments apply (Section 6A2a), except that coverage is limited to a maximum of seventy-three (73) days per year. No coverage for services obtained from out-of-network providers.
 - k. Mental health services - outpatient. 80% coverage for up to forty (40) hours per year; hours eleven - forty (11 - 40) require preauthorization. No coverage for services obtained from out-of-network providers.

- l. Chemical dependency services - inpatient. Inpatient hospital services deductible, copayments, and coverage levels apply, except that coverage is limited to a maximum of seventy-three (73) days per year. No coverage for services obtained from out-of-network providers.
 - m. Chemical dependency services - outpatient. 100% coverage for up to sixty-five (65) hours per year (two (2) group-session hours count as one (1) hour). No coverage for services obtained from out-of-network providers.
 - n. Chiropractic services. 100% coverage. No coverage for services obtained from out-of-network providers.
 - o. Prescription drugs. For the 1990 insurance year, \$5 copayment per prescription or refill for a thirty-four (34)-day supply, or a one hundred (100)-day supply for approved maintenance drugs; \$11 copayment for non-formulary drugs; 100% coverage after copayment. For the 1991 insurance year, \$6 copayment per prescription, \$12 for non-formulary drugs.
 - p. Durable medical equipment. 80% coverage.
 - q. Ambulance. 80% coverage for eligible expenses. (Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport.)
 - r. Lifetime maximum. Coverage under the State Health Plan is subject to a per-person lifetime maximum. The lifetime maximum is \$1,000,000 for coverage through the State Health Plan provider network, and \$500,000 for coverage outside the provider network. The out-of-network maximum is part of, and not in addition to, the in-network maximum.
3. Coordination with Workers' Compensation. When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, Subdivision 3.
 4. Health Promotion and Health Education. Both parties to this Plan recognize the value and importance of health promotion and health education programs. Such programs can assist employees and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:
 - a. Develop Programs. The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Department of Employee Relations policy. Program topics shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the State Health Plan and HMO plans.

- b. Health Plan Specification. The Employer will require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for State employees and their dependents.
- c. Employee Participation. The Employer will assist employees' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by the Employer (Department of Employee Relations) will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21B. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a prorata combination of both. Employees may be reimbursed for 75 percent of tuition or registration costs upon successful completion of the program. Any exception to the 75 percent amount must be approved by the Department of Employee Relations. Employees may be granted release time, including the travel time, in lieu of reimbursement.

B. Employee and Dependent Dental Coverage.

- 1. Coverage Options. Eligible employees may select coverage under any one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans.
- 2. Coverage Under the State Dental Plan. The State Dental Plan will provide the following coverage:
 - a. Deductible. An annual deductible of \$25 per person applies to State Dental Plan basic, special, and prosthetic coverage. The deductible must be satisfied before coverage begins.
 - b. Copayments. The State Dental Plan covers 80 percent of eligible expenses for diagnostic and preventive services, basic and special services, and orthodontics, and 50 percent of eligible expenses for prosthetics, except for:
 - (1) Expenses incurred before the deductible is satisfied, as described in Section 6B2a.
 - (2) Expenses incurred after the annual maximum is reached, as described in Section 6A2c.
 - c. Annual Maximums. State Dental Plan coverage is subject to a \$1,000 annual maximum in eligible expenses per person.
 - d. Covered Services. The State Dental Plan covers allowable charges for the following eligible services subject to the copayments and limits stated in Section 6B2. For all covered services, the usual, customary, and reasonable charge is based on State Dental Plan dentists. The amount of an enrollee's obligation may be greater if the dentist does not participate in the State Dental Plan.

- Diagnostic and preventive services.
- Basic and special services.
- Prosthetics.
- Orthodontics.

C. Employee Life Coverage.

1. Basic Life and Accidental Death and Dismemberment Coverage. The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for a full or partial Employer Contribution, as described in Section 3. Any premium paid by the State in excess of \$50,000 coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of \$50,000 by filing a waiver in accord with Department of Finance procedures.

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

Health Treatment professionals and Medical Specialists participate in the Manager's Income Protection Plan.

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

Section 7. Optional Coverages. From July 1, 1989 through December 19, 1989, the optional coverages available will remain the same as on June 30, 1989. Effective December 20, 1989, the following optional insurance coverages may be purchased by employees eligible to participate in the Group Insurance Program:

A. Life Coverage.

1. Employee. An employee may purchase up to \$300,000 additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to \$10,000 in optional employee life coverage within sixty (60) days of hire without evidence of insurability.
2. Spouse. An employee may purchase life insurance coverage for his/her spouse, subject to satisfactory evidence of insurability. In order to purchase spousal coverage in excess of \$5,000, the employee must carry equal or greater optional life coverage for him/herself. A new employee may purchase \$5,000 in optional spouse life coverage within sixty (60) days of hire without evidence of insurability.
3. Children/Grandchildren. An employee may purchase life insurance of \$5,000 for all eligible children/grandchildren (as defined in Section 2C of this Chapter). Child/grandchild coverage requires evidence of insurability if application is made after the first sixty (60) days of employment. Child/grandchild coverage commences fourteen (14) days after birth.
4. Waiver of Premium. In the event an employee becomes totally disabled before age 70, there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.

B. Disability Coverage.

1. Short-term Disability Coverage. An employee may purchase short-term disability coverage that provides benefits of from \$300 to \$1,500 per month, up to two-thirds of an employee's salary, for up to one hundred eighty (180) days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness.
2. Long-term Disability Coverage. An employee may purchase long-term disability coverage that provides benefits of from \$200 to \$2,000 per month, based on the employee's salary, commencing on the 181st day of total disability, subject to evidence of insurability. In the event that the employee becomes totally disabled before age 70, the premiums on this benefit shall be waived.

- C. Accidental Death and Dismemberment Coverage. An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from \$5,000 to \$100,000, subject to evidence of insurability for coverage purchased in excess of \$15,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from \$5,000 to \$25,000 in coverage for his/her spouse, but not in excess of the amount carried by the employee.

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, 1989, each class (except those for which a salary rate or range is established by law) shall be assigned to a salary range as indicated in Appendix F consisting of minimum and maximum 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 G are effective July 1, 1989. Grids reflecting July 1, 1990 rates are in Appendix H.

Classes Assigned to:	Employee Group	Appendix G Grids July, 89	Appendix H Grids July, 90
Series L, Ranges 42-77	Service, Health Care Non-Professional, and Clerical	1	7
Series C, Ranges 42-77	Technical	2	8
Series A, Ranges 1-30	Professional	3	9
Series J, Ranges 1-29	Supervisory	4	10
Series G, Ranges 1-3	Nurses	5	11
Series G, Ranges 75-90	Health Treatment Professional	6	12

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 - 7.75/hr.
- Examination Monitor 2 - 9.00/hr.
- Examination Monitor 3 - 10.00/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, 1989, the following salary ranges shall apply to doctors of medicine covered by M.S. 43A.17, subdivision 4:

	<u>FY 90</u> <u>Annual</u> <u>Minimum</u>	<u>FY 90</u> <u>Annual</u> <u>Maximum</u>	<u>FY 91</u> <u>Annual</u> <u>Minimum</u>	<u>FY 91</u> <u>Annual</u> <u>Maximum</u>
A	\$62,369	\$ 86,819	\$65,480	\$ 91,162
B	72,850	104,087	76,483	109,286
C	78,112	124,967	82,017	131,210
D	82,017	131,189	86,109	137,745

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 midpoint of the new 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 Adjustments. Effective July 1, 1989 and July 1, 1990, all salary ranges and rates shall be increased by five (5) percent, rounded to the nearest cent.

General Salary Adjustments Eligibility. On July 1, 1989, the salary rate in effect for each employee (except Medical Specialists, Examination Monitors and those for whom increases are prohibited by law or as otherwise noted in this Chapter) shall be increased by five (5) percent 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 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.

Effective July 1, 1990, the salary rates of all employees (except Medical Specialists and Examination Monitors) shall be increased by five (5) percent.

Performance-Based Salary Increases. All employees (except Medical Specialists, Exam Monitors, insufficient work time employees and (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 3, 1990 and January 2, 1991. 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 \$.40 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. 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. 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; \$7.50 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 \$13.50 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	=	\$ 8.50
Dinner	=	\$15.50

The metropolitan areas are:

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

Chapter 17. HOUSING

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

In the event the Appointing Authority requires an employee to vacate a State-owned residence, the employee shall be given at least 60 calendar days in which to find alternate housing except in instances where the employee leaves employment with the Appointing Authority or accepts another position in State Service not requiring housing in a state-owned residence.

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

The employee occupying the residence shall be responsible for routine maintenance. Necessary decorating, painting, and repairs shall be done by the State at no cost to the employee. The employee shall not alter any plumbing, wiring, or any roof, wall, or partition without express written approval from the Appointing Authority working 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.

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

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

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

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

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

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

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

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

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.

Chapter 20. LABOR SERVICE

Effective July 1, 1989, employees in the Labor Service will no longer have separate appointment status as tenured and non-tenured.

On the effective date, all current employees whose status is tenured will convert to either a permanent unlimited or permanent seasonal appointment. Within sixty (60) calendar days of the effective date, the Appointing Authority will review the situation of every employee whose status is non-tenured and convert them to the appropriate employment condition. Current non-tenured laborers who have completed one season and have returned to the same principal place of employment shall be converted to seasonal appointments and serve a probationary period of sixty (60) working days beginning on the date of conversion to a seasonal appointment. Current non-tenured laborers who have not worked one complete season shall be converted to temporary appointments. If they return to the same principal place of employment in the 1990 season, they will be appointed as seasonal employees and serve a probationary period as specified above.

After the effective date, all new appointments as laborers shall be to one of the employment conditions defined in Appendix A. Employees appointed as temporary laborers who are appointed to a second consecutive season at the same principal place of employment shall be appointed as seasonal employees and shall begin to serve a probationary period of ninety (90) working days.

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

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 and Chapter 14 of this plan.
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 and Medical Specialists

LENGTH OF SERVICE REQUIREMENT

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

APPENDIX B - VACATION LEAVE PRORATION SCHEDULE
Health Treatment Professionals and Medical Specialists

LENGTH OF SERVICE REQUIREMENT

<u>No. Hours Worked During Pay Period</u>	<u>0 through 5 years</u>	<u>After 5 through 8 years</u>	<u>After 8 through 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
Less than 9½	0
At least 9½ but less than 19½	1
At least 19½ but less than 29½	2
At least 29½ but less than 39½	3
At least 39½ but less than 49½	4
At least 49½ but less than 59½	5
At least 59½ but less than 69½	6
At least 69½ but less than 72	7
At least 72	8

APPENDIX E

LOW-COST HEALTH PLAN BY COUNTY -- 1990 INSURANCE YEAR

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

APPENDIX F - 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 1989 Comp Code</u>
000987	ADMINISTRATIVE SYSTEMS SUPV	J	23I
001449	AFFIRMATIVE ACTION OFFICER 3	A	10I
001450	AFFIRMATIVE ACTION OFFICER 4	A	14I
008621	APPEALS COURT ATTORNEY	A	08I
002422	ASST TO COMM PUBLIC SERVICE	J	15I
000095	ATTORNEY 1	A	14I
000096	ATTORNEY 2	A	16I
002583	BENEFITS SPECIALIST	A	06I
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
002883	CHIROPRACTOR	G	90I
002312	COMPENSATION ATTORNEY	A	16I
002313	COMPENSATION ATTORNEY PRINCIPAL	A	20I
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
002915	EMPLOYEE BENEFITS ANALYST SUPV	J	21I
002961	EMPLOYEE INSURANCE SYST SUPV	J	20I
008517	EXAMINATION MONITOR 1	F	01A (7.75/hr.)
008518	EXAMINATION MONITOR 2	F	02A (9.00/hr.)
008591	EXAMINATION MONITOR 3	F	03A (10.00/hr.)
001915	EXEC SEC PUBLIC EMPL REL BD	A	10I
002133	HOUSING FINANCIAL ANALYST	A	16I
002835	LABOR MANAGEMENT PROGRAM DIR	A	18I
002482	LABOR RELATIONS REPRESENTATIVE	A	10I
002483	LABOR RELATIONS REP SENIOR	A	14I
002078	LEGISLATIVE AUDITOR PRINCIPAL	J	20J
002077	LEGISLATIVE AUDITOR SENIOR	A	11J
002076	LEGISLATIVE AUDITOR STAFF	A	07I
002546	MEDIATION TRANSCRIPT SPECIALIST	L	63H
000075	MEDIATOR	A	20I
002465	MERIT SYSTEM PERSONNEL COORD	A	16I
002675	NR ENFORCEMENT SUPERVISOR	J	22H
002922	NR REGIONAL BUSINESS MGR	J	17I

<u>Class</u>	<u>Title</u>	<u>Series</u>	<u>July 1989 Comp Code</u>
002865	PERSONNEL ADMINISTRATIVE SUPV	J	15I
001486	PERSONNEL AIDE SENIOR	C	63I
002366	PERSONNEL AIDE SENIOR SUPV	J	07I
000499	PERSONNEL DIRECTOR 1	J	17I
000500	PERSONNEL DIRECTOR 2	J	20I
000498	PERSONNEL OFFICER	A	05I
001423	PERSONNEL OFFICER SENIOR	A	08I
002367	PERSONNEL OFFICER SUPERVISOR	J	09I
002368	PERSONNEL OFFICER SUPV SR	J	12I
002426	PERSONNEL PAYROLL TECHNICIAN	C	61I
000652	PERSONNEL REPRESENTATIVE	A	12I
001547	PERSONNEL SERVICES SUPV 1	J	20I
002781	PERSONNEL SERVICES SUPV 2	J	22I
002447	PERSONNEL TRANSACTIONS COORD	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
000509	PHYSICIAN	G	76I
001730	PILOT	A	18I
001731	PILOT CHIEF	J	25I
001324	PROGRAM EVALUATION SPEC PRINC	J	19I
001617	PUBLIC ACCOUNTS INVESTIGATOR	A	10I
000573	PUBLIC HEALTH PHYSICIAN 1	G	82H
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
000751	VETERINARIAN	G	90I

APPENDIX G

Commissioner's Plan Grid 1 Commissioner's Plan Service, Health Care Non-Professional and Clerical Series L, Ranges 42-77 Effective 7/1/89 - 6/30/90

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	13,113	13,405	13,739	14,052	14,407	14,804	15,138	15,451	15,744	16,015		42
		MO	1,093	1,117	1,145	1,171	1,201	1,234	1,262	1,288	1,312	1,335		
		HR	6.28	6.42	6.58	6.73	6.90	7.09	7.25	7.40	7.54	7.67		
L	43	YR	13,405	13,739	14,052	14,407	14,804	15,138	15,451	15,744	16,015	16,349		43
		MO	1,117	1,145	1,171	1,201	1,234	1,262	1,288	1,312	1,335	1,362		
		HR	6.42	6.58	6.73	6.90	7.09	7.25	7.40	7.54	7.67	7.83		
L	44	YR	13,739	14,052	14,407	14,804	15,138	15,451	15,744	16,015	16,349	16,641		44
		MO	1,145	1,171	1,201	1,234	1,262	1,288	1,312	1,335	1,362	1,387		
		HR	6.58	6.73	6.90	7.09	7.25	7.40	7.54	7.67	7.83	7.97		
L	45	YR	14,052	14,407	14,804	15,138	15,451	15,744	16,015	16,349	16,641	17,059		45
		MO	1,171	1,201	1,234	1,262	1,288	1,312	1,335	1,362	1,387	1,422		
		HR	6.73	6.90	7.09	7.25	7.40	7.54	7.67	7.83	7.97	8.17		
L	46	YR	14,407	14,804	15,138	15,451	15,744	16,015	16,349	16,641	17,059	17,414		46
		MO	1,201	1,234	1,262	1,288	1,312	1,335	1,362	1,387	1,422	1,451		
		HR	6.90	7.09	7.25	7.40	7.54	7.67	7.83	7.97	8.17	8.34		
L	47	YR	14,804	15,138	15,451	15,744	16,015	16,349	16,641	17,059	17,414	17,790		47
		MO	1,234	1,262	1,288	1,312	1,335	1,362	1,387	1,422	1,451	1,482		
		HR	7.09	7.25	7.40	7.54	7.67	7.83	7.97	8.17	8.34	8.52		
L	48	YR	15,138	15,451	15,744	16,015	16,349	16,641	17,059	17,414	17,790	18,207		48
		MO	1,262	1,288	1,312	1,335	1,362	1,387	1,422	1,451	1,482	1,517		
		HR	7.25	7.40	7.54	7.67	7.83	7.97	8.17	8.34	8.52	8.72		
L	49	YR	15,451	15,744	16,015	16,349	16,641	16,996	17,414	17,790	18,207	18,646		49
		MO	1,288	1,312	1,335	1,362	1,387	1,416	1,451	1,482	1,517	1,554		
		HR	7.40	7.54	7.67	7.83	7.97	8.14	8.34	8.52	8.72	8.93		
L	50	YR	15,744	16,015	16,349	16,641	16,996	17,372	17,769	18,207	18,646	19,022		50
		MO	1,312	1,335	1,362	1,387	1,416	1,448	1,481	1,517	1,554	1,585		
		HR	7.54	7.67	7.83	7.97	8.14	8.32	8.51	8.72	8.93	9.11		
L	51	YR	16,015	16,349	16,641	16,996	17,372	17,769	18,207	18,646	19,022	19,481		51
		MO	1,335	1,362	1,387	1,416	1,448	1,481	1,517	1,554	1,585	1,623		
		HR	7.67	7.83	7.97	8.14	8.32	8.51	8.72	8.93	9.11	9.33		
L	52	YR	16,349	16,641	16,996	17,372	17,769	18,207	18,646	19,022	19,481	20,003	20,504	52
		MO	1,362	1,387	1,416	1,448	1,481	1,517	1,554	1,585	1,623	1,667	1,709	
		HR	7.83	7.97	8.14	8.32	8.51	8.72	8.93	9.11	9.33	9.58	9.82	
L	53	YR	16,641	16,996	17,372	17,769	18,207	18,646	19,022	19,481	20,003	20,504		53
		MO	1,387	1,416	1,448	1,481	1,517	1,554	1,585	1,623	1,667	1,709		
		HR	7.97	8.14	8.32	8.51	8.72	8.93	9.11	9.33	9.58	9.82		
L	54	YR	16,996	17,372	17,769	18,207	18,646	19,022	19,481	20,003	20,504	21,110		54
		MO	1,416	1,448	1,481	1,517	1,554	1,585	1,623	1,667	1,709	1,759		
		HR	8.14	8.32	8.51	8.72	8.93	9.11	9.33	9.58	9.82	10.11		
L	55	YR	17,372	17,769	18,207	18,646	19,022	19,481	20,003	20,504	21,110	21,632		55
		MO	1,448	1,481	1,517	1,554	1,585	1,623	1,667	1,709	1,759	1,803		
		HR	8.32	8.51	8.72	8.93	9.11	9.33	9.58	9.82	10.11	10.36		
L	56	YR	17,769	18,207	18,646	19,022	19,481	20,003	20,504	21,110	21,632	22,195	22,780	56
		MO	1,481	1,517	1,554	1,585	1,623	1,667	1,709	1,759	1,803	1,850	1,898	
		HR	8.51	8.72	8.93	9.11	9.33	9.58	9.82	10.11	10.36	10.63	10.91	
L	57	YR	18,207	18,646	19,022	19,481	20,003	20,504	21,110	21,632	22,195	22,780	23,427	57
		MO	1,517	1,554	1,585	1,623	1,667	1,709	1,759	1,803	1,850	1,898	1,952	
		HR	8.72	8.93	9.11	9.33	9.58	9.82	10.11	10.36	10.63	10.91	11.22	
L	58	YR	18,646	19,022	19,481	20,003	20,504	21,110	21,632	22,195	22,780	23,427		58
		MO	1,554	1,585	1,623	1,667	1,709	1,759	1,803	1,850	1,898	1,952		
		HR	8.93	9.11	9.33	9.58	9.82	10.11	10.36	10.63	10.91	11.22		
L	59	YR	19,022	19,481	20,003	20,504	21,110	21,632	22,195	22,780	23,427	24,075	24,722	59
		MO	1,585	1,623	1,667	1,709	1,759	1,803	1,850	1,898	1,952	2,006	2,060	
		HR	9.11	9.33	9.58	9.82	10.11	10.36	10.63	10.91	11.22	11.53	11.84	

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

APPENDIX G (Cont.)

Commissioner's Plan Grid 1 (Cont.)
 Commissioner's Plan Service, Health Care Non-Professional and Clerical
 Series L, Ranges 42-77
 Effective 7/1/89 - 6/30/90

Comp Code			A	B	C	D	E	F	G	H	I	J	K	
Step			01	02	03	04	05	06	07	08	09	10	11	
Series	Range													Range
L	60	YR	19,481	20,003	20,504	21,110	21,632	22,195	22,780	23,427	24,075	24,722	25,494	60
		MO	1,623	1,667	1,709	1,759	1,803	1,850	1,898	1,952	2,006	2,060	2,125	
		HR	9.33	9.58	9.82	10.11	10.36	10.63	10.91	11.22	11.53	11.84	12.21	
L	61	YR	20,003	20,504	21,110	21,632	22,195	22,780	23,427	24,075	24,722	25,494		61
		MO	1,667	1,709	1,759	1,803	1,850	1,898	1,952	2,006	2,060	2,125		
		HR	9.58	9.82	10.11	10.36	10.63	10.91	11.22	11.53	11.84	12.21		
L	62	YR	20,504	21,110	21,632	22,195	22,780	23,427	24,075	24,722	25,494	26,225		62
		MO	1,709	1,759	1,803	1,850	1,898	1,952	2,006	2,060	2,125	2,185		
		HR	9.82	10.11	10.36	10.63	10.91	11.22	11.53	11.84	12.21	12.56		
L	63	YR	21,110	21,632	22,195	22,780	23,427	24,075	24,722	25,494	26,225	26,977		63
		MO	1,759	1,803	1,850	1,898	1,952	2,006	2,060	2,125	2,185	2,248		
		HR	10.11	10.36	10.63	10.91	11.22	11.53	11.84	12.21	12.56	12.92		
L	64	YR	21,632	22,195	22,780	23,427	24,075	24,722	25,494	26,225	26,977	27,708		64
		MO	1,803	1,850	1,898	1,952	2,006	2,060	2,125	2,185	2,248	2,309		
		HR	10.36	10.63	10.91	11.22	11.53	11.84	12.21	12.56	12.92	13.27		
L	65	YR	22,195	22,780	23,427	24,075	24,722	25,494	26,225	26,977	27,708	28,459		65
		MO	1,850	1,898	1,952	2,006	2,060	2,125	2,185	2,248	2,309	2,372		
		HR	10.63	10.91	11.22	11.53	11.84	12.21	12.56	12.92	13.27	13.63		
L	66	YR	22,780	23,427	24,075	24,722	25,494	26,225	26,977	27,708	28,459	29,190		66
		MO	1,898	1,952	2,006	2,060	2,125	2,185	2,248	2,309	2,372	2,433		
		HR	10.91	11.22	11.53	11.84	12.21	12.56	12.92	13.27	13.63	13.98		
L	67	YR	23,427	24,075	24,722	25,494	26,225	26,977	27,708	28,459	29,190	30,005		67
		MO	1,952	2,006	2,060	2,125	2,185	2,248	2,309	2,372	2,433	2,500		
		HR	11.22	11.53	11.84	12.21	12.56	12.92	13.27	13.63	13.98	14.37		
L	68	YR	24,075	24,722	25,494	26,225	26,977	27,708	28,459	29,190	30,005	30,819		68
		MO	2,006	2,060	2,125	2,185	2,248	2,309	2,372	2,433	2,500	2,568		
		HR	11.53	11.84	12.21	12.56	12.92	13.27	13.63	13.98	14.37	14.76		
L	69	YR	24,722	25,494	26,225	26,977	27,708	28,459	29,190	30,005	30,819	31,612		69
		MO	2,060	2,125	2,185	2,248	2,309	2,372	2,433	2,500	2,568	2,634		
		HR	11.84	12.21	12.56	12.92	13.27	13.63	13.98	14.37	14.76	15.14		
L	70	YR	25,494	26,225	26,977	27,708	28,459	29,190	30,005	30,819	31,612	32,468		70
		MO	2,125	2,185	2,248	2,309	2,372	2,433	2,500	2,568	2,634	2,706		
		HR	12.21	12.56	12.92	13.27	13.63	13.98	14.37	14.76	15.14	15.55		
L	71	YR	26,225	26,977	27,708	28,459	29,190	30,005	30,819	31,612	32,468	33,304		71
		MO	2,185	2,248	2,309	2,372	2,433	2,500	2,568	2,634	2,706	2,775		
		HR	12.56	12.92	13.27	13.63	13.98	14.37	14.76	15.14	15.55	15.95		
L	72	YR	26,977	27,708	28,459	29,190	30,005	30,819	31,612	32,468	33,304	34,097		72
		MO	2,248	2,309	2,372	2,433	2,500	2,568	2,634	2,706	2,775	2,841		
		HR	12.92	13.27	13.63	13.98	14.37	14.76	15.14	15.55	15.95	16.33		
L	73	YR	27,708	28,459	29,190	30,005	30,819	31,612	32,468	33,304	34,097	34,953		73
		MO	2,309	2,372	2,433	2,500	2,568	2,634	2,706	2,775	2,841	2,913		
		HR	13.27	13.63	13.98	14.37	14.76	15.14	15.55	15.95	16.33	16.74		
L	74	YR	28,459	29,190	30,005	30,819	31,612	32,468	33,304	34,097	34,953	35,747		74
		MO	2,372	2,433	2,500	2,568	2,634	2,706	2,775	2,841	2,913	2,979		
		HR	13.63	13.98	14.37	14.76	15.14	15.55	15.95	16.33	16.74	17.12		
L	75	YR	29,190	30,005	30,819	31,612	32,468	33,304	34,097	34,953	35,747	36,624		75
		MO	2,433	2,500	2,568	2,634	2,706	2,775	2,841	2,913	2,979	3,052		
		HR	13.98	14.37	14.76	15.14	15.55	15.95	16.33	16.74	17.12	17.54		
L	76	YR	30,005	30,819	31,612	32,468	33,304	34,097	34,953	35,747	36,624	37,396		76
		MO	2,500	2,568	2,634	2,706	2,775	2,841	2,913	2,979	3,052	3,116		
		HR	14.37	14.76	15.14	15.55	15.95	16.33	16.74	17.12	17.54	17.91		
L	77	YR	30,819	31,612	32,468	33,304	34,097	34,953	35,747	36,624	37,396	38,210		77
		MO	2,568	2,634	2,706	2,775	2,841	2,913	2,979	3,052	3,116	3,184		
		HR	14.76	15.14	15.55	15.95	16.33	16.74	17.12	17.54	17.91	18.30		

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

APPENDIX G (Cont.)

Commissioner's Plan Grid 2
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 7/1/89 - 6/30/90

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	13,113	13,405	13,760	14,115	14,491	14,950	15,263	15,618	15,952	16,286	42
		MO	1,093	1,117	1,147	1,176	1,208	1,246	1,272	1,302	1,329	1,357	
		HR	6.28	6.42	6.59	6.76	6.94	7.16	7.31	7.48	7.64	7.80	
C	43	YR	13,405	13,760	14,115	14,491	14,950	15,263	15,618	15,952	16,286	16,600	43
		MO	1,117	1,147	1,176	1,208	1,246	1,272	1,302	1,329	1,357	1,383	
		HR	6.42	6.59	6.76	6.94	7.16	7.31	7.48	7.64	7.80	7.95	
C	44	YR	13,760	14,115	14,491	14,950	15,263	15,618	15,952	16,286	16,600	16,975	44
		MO	1,147	1,176	1,208	1,246	1,272	1,302	1,329	1,357	1,383	1,415	
		HR	6.59	6.76	6.94	7.16	7.31	7.48	7.64	7.80	7.95	8.13	
C	45	YR	14,115	14,491	14,950	15,263	15,618	15,952	16,286	16,600	16,975	17,414	45
		MO	1,176	1,208	1,246	1,272	1,302	1,329	1,357	1,383	1,415	1,451	
		HR	6.76	6.94	7.16	7.31	7.48	7.64	7.80	7.95	8.13	8.34	
C	46	YR	14,491	14,950	15,263	15,618	15,952	16,286	16,600	16,975	17,414	17,832	46
		MO	1,208	1,246	1,272	1,302	1,329	1,357	1,383	1,415	1,451	1,486	
		HR	6.94	7.16	7.31	7.48	7.64	7.80	7.95	8.13	8.34	8.54	
C	47	YR	14,950	15,263	15,618	15,952	16,286	16,600	16,975	17,414	17,832	18,249	47
		MO	1,246	1,272	1,302	1,329	1,357	1,383	1,415	1,451	1,486	1,521	
		HR	7.16	7.31	7.48	7.64	7.80	7.95	8.13	8.34	8.54	8.74	
C	48	YR	15,263	15,618	15,952	16,286	16,600	16,975	17,414	17,832	18,249	18,708	48
		MO	1,272	1,302	1,329	1,357	1,383	1,415	1,451	1,486	1,521	1,559	
		HR	7.31	7.48	7.64	7.80	7.95	8.13	8.34	8.54	8.74	8.96	
C	49	YR	15,618	15,952	16,286	16,600	16,975	17,330	17,832	18,249	18,708	19,126	49
		MO	1,302	1,329	1,357	1,383	1,415	1,444	1,486	1,521	1,559	1,594	
		HR	7.48	7.64	7.80	7.95	8.13	8.30	8.54	8.74	8.96	9.16	
C	50	YR	15,952	16,286	16,600	16,975	17,330	17,769	18,207	18,708	19,126	19,585	50
		MO	1,329	1,357	1,383	1,415	1,444	1,481	1,517	1,559	1,594	1,632	
		HR	7.64	7.80	7.95	8.13	8.30	8.51	8.72	8.96	9.16	9.38	
C	51	YR	16,286	16,600	16,975	17,330	17,769	18,207	18,708	19,126	19,585	20,066	51
		MO	1,357	1,383	1,415	1,444	1,481	1,517	1,559	1,594	1,632	1,672	
		HR	7.80	7.95	8.13	8.30	8.51	8.72	8.96	9.16	9.38	9.61	
C	52	YR	16,600	16,975	17,330	17,769	18,207	18,708	19,126	19,585	20,066	20,609	52
		MO	1,383	1,415	1,444	1,481	1,517	1,559	1,594	1,632	1,672	1,717	
		HR	7.95	8.13	8.30	8.51	8.72	8.96	9.16	9.38	9.61	9.87	
C	53	YR	16,975	17,330	17,769	18,207	18,708	19,126	19,585	20,066	20,609	21,193	53
		MO	1,415	1,444	1,481	1,517	1,559	1,594	1,632	1,672	1,717	1,766	
		HR	8.13	8.30	8.51	8.72	8.96	9.16	9.38	9.61	9.87	10.15	
C	54	YR	17,330	17,769	18,207	18,708	19,126	19,585	20,066	20,609	21,193	21,840	54
		MO	1,444	1,481	1,517	1,559	1,594	1,632	1,672	1,717	1,766	1,820	
		HR	8.30	8.51	8.72	8.96	9.16	9.38	9.61	9.87	10.15	10.46	
C	55	YR	17,769	18,207	18,708	19,126	19,585	20,066	20,609	21,193	21,840	22,425	55
		MO	1,481	1,517	1,559	1,594	1,632	1,672	1,717	1,766	1,820	1,869	
		HR	8.51	8.72	8.96	9.16	9.38	9.61	9.87	10.15	10.46	10.74	
C	56	YR	18,207	18,708	19,126	19,585	20,066	20,609	21,193	21,840	22,425	23,072	56
		MO	1,517	1,559	1,594	1,632	1,672	1,717	1,766	1,820	1,869	1,923	
		HR	8.72	8.96	9.16	9.38	9.61	9.87	10.15	10.46	10.74	11.05	
C	57	YR	18,708	19,126	19,585	20,066	20,609	21,193	21,840	22,425	23,072	23,741	57
		MO	1,559	1,594	1,632	1,672	1,717	1,766	1,820	1,869	1,923	1,978	
		HR	8.96	9.16	9.38	9.61	9.87	10.15	10.46	10.74	11.05	11.37	
C	58	YR	19,126	19,585	20,066	20,609	21,193	21,840	22,425	23,072	23,741	24,430	58
		MO	1,594	1,632	1,672	1,717	1,766	1,820	1,869	1,923	1,978	2,036	
		HR	9.16	9.38	9.61	9.87	10.15	10.46	10.74	11.05	11.37	11.70	
C	59	YR	19,585	20,066	20,609	21,193	21,840	22,425	23,072	23,741	24,430	25,098	59
		MO	1,632	1,672	1,717	1,766	1,820	1,869	1,923	1,978	2,036	2,091	
		HR	9.38	9.61	9.87	10.15	10.46	10.74	11.05	11.37	11.70	12.02	

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.)

Commissioner's Plan Grid 2 (Cont.)
 Commissioner's Plan Technical
 Series C, Ranges 42-77
 Effective 7/1/89 - 6/30/90

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	20,066	20,609	21,193	21,840	22,425	23,072	23,741	24,430	25,098	25,829	60
		MO	1,672	1,717	1,766	1,820	1,869	1,923	1,978	2,036	2,091	2,152	
		HR	9.61	9.87	10.15	10.46	10.74	11.05	11.37	11.70	12.02	12.37	
C	61	YR	20,609	21,193	21,840	22,425	23,072	23,741	24,430	25,098	25,829	26,622	61
		MO	1,717	1,766	1,820	1,869	1,923	1,978	2,036	2,091	2,152	2,219	
		HR	9.87	10.15	10.46	10.74	11.05	11.37	11.70	12.02	12.37	12.75	
C	62	YR	21,193	21,840	22,425	23,072	23,741	24,430	25,098	25,829	26,622	27,415	62
		MO	1,766	1,820	1,869	1,923	1,978	2,036	2,091	2,152	2,219	2,285	
		HR	10.15	10.46	10.74	11.05	11.37	11.70	12.02	12.37	12.75	13.13	
C	63	YR	21,840	22,425	23,072	23,741	24,430	25,098	25,829	26,622	27,415	28,230	63
		MO	1,820	1,869	1,923	1,978	2,036	2,091	2,152	2,219	2,285	2,352	
		HR	10.46	10.74	11.05	11.37	11.70	12.02	12.37	12.75	13.13	13.52	
C	64	YR	22,425	23,072	23,741	24,430	25,098	25,829	26,622	27,415	28,230	29,023	64
		MO	1,869	1,923	1,978	2,036	2,091	2,152	2,219	2,285	2,352	2,419	
		HR	10.74	11.05	11.37	11.70	12.02	12.37	12.75	13.13	13.52	13.90	
C	65	YR	23,072	23,741	24,430	25,098	25,829	26,622	27,415	28,230	29,023	29,838	65
		MO	1,923	1,978	2,036	2,091	2,152	2,219	2,285	2,352	2,419	2,486	
		HR	11.05	11.37	11.70	12.02	12.37	12.75	13.13	13.52	13.90	14.29	
C	66	YR	23,741	24,430	25,098	25,829	26,622	27,415	28,230	29,023	29,838	30,714	66
		MO	1,978	2,036	2,091	2,152	2,219	2,285	2,352	2,419	2,486	2,560	
		HR	11.37	11.70	12.02	12.37	12.75	13.13	13.52	13.90	14.29	14.71	
C	67	YR	24,430	25,098	25,829	26,622	27,415	28,230	29,023	29,838	30,714	31,550	67
		MO	2,036	2,091	2,152	2,219	2,285	2,352	2,419	2,486	2,560	2,629	
		HR	11.70	12.02	12.37	12.75	13.13	13.52	13.90	14.29	14.71	15.11	
C	68	YR	25,098	25,829	26,622	27,415	28,230	29,023	29,838	30,714	31,550	32,468	68
		MO	2,091	2,152	2,219	2,285	2,352	2,419	2,486	2,560	2,629	2,706	
		HR	12.02	12.37	12.75	13.13	13.52	13.90	14.29	14.71	15.11	15.55	
C	69	YR	25,829	26,622	27,415	28,230	29,023	29,838	30,714	31,550	32,468	33,345	69
		MO	2,152	2,219	2,285	2,352	2,419	2,486	2,560	2,629	2,706	2,779	
		HR	12.37	12.75	13.13	13.52	13.90	14.29	14.71	15.11	15.55	15.97	
C	70	YR	26,622	27,415	28,230	29,023	29,838	30,714	31,550	32,468	33,345	34,222	70
		MO	2,219	2,285	2,352	2,419	2,486	2,560	2,629	2,706	2,779	2,852	
		HR	12.75	13.13	13.52	13.90	14.29	14.71	15.11	15.55	15.97	16.39	
C	71	YR	27,415	28,230	29,023	29,838	30,714	31,550	32,468	33,345	34,222	35,141	71
		MO	2,285	2,352	2,419	2,486	2,560	2,629	2,706	2,779	2,852	2,928	
		HR	13.13	13.52	13.90	14.29	14.71	15.11	15.55	15.97	16.39	16.83	
C	72	YR	28,230	29,023	29,838	30,714	31,550	32,468	33,345	34,222	35,141	36,060	72
		MO	2,352	2,419	2,486	2,560	2,629	2,706	2,779	2,852	2,928	3,005	
		HR	13.52	13.90	14.29	14.71	15.11	15.55	15.97	16.39	16.83	17.27	
C	73	YR	29,023	29,838	30,714	31,550	32,468	33,345	34,222	35,141	36,060	36,937	73
		MO	2,419	2,486	2,560	2,629	2,706	2,779	2,852	2,928	3,005	3,078	
		HR	13.90	14.29	14.71	15.11	15.55	15.97	16.39	16.83	17.27	17.69	
C	74	YR	29,838	30,714	31,550	32,468	33,345	34,222	35,141	36,060	36,937	37,835	74
		MO	2,486	2,560	2,629	2,706	2,779	2,852	2,928	3,005	3,078	3,153	
		HR	14.29	14.71	15.11	15.55	15.97	16.39	16.83	17.27	17.69	18.12	
C	75	YR	30,714	31,550	32,468	33,345	34,222	35,141	36,060	36,937	37,835	38,732	75
		MO	2,560	2,629	2,706	2,779	2,852	2,928	3,005	3,078	3,153	3,228	
		HR	14.71	15.11	15.55	15.97	16.39	16.83	17.27	17.69	18.12	18.55	
C	76	YR	31,550	32,468	33,345	34,222	35,141	36,060	36,937	37,835	38,732	39,651	76
		MO	2,629	2,706	2,779	2,852	2,928	3,005	3,078	3,153	3,228	3,304	
		HR	15.11	15.55	15.97	16.39	16.83	17.27	17.69	18.12	18.55	18.99	
C	77	YR	32,468	33,345	34,222	35,141	36,060	36,937	37,835	38,732	39,651	40,486	77
		MO	2,706	2,779	2,852	2,928	3,005	3,078	3,153	3,228	3,304	3,374	
		HR	15.55	15.97	16.39	16.83	17.27	17.69	18.12	18.55	18.99	19.39	

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

APPENDIX G (Cont.)

Commissioner's Plan Grid 3
Commissioner's Plan Professional
Series A, Ranges 1-30
Effective 7/1/89 - 6/30/90

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	20,212	21,005	21,840	22,550	23,365	24,075	24,868	25,703	26,601	27,541	1
		MO	1,684	1,750	1,820	1,879	1,947	2,006	2,072	2,142	2,217	2,295	
		HR	9.68	10.06	10.46	10.80	11.19	11.53	11.91	12.31	12.74	13.19	
A	2	YR	21,005	21,840	22,550	23,365	24,075	24,868	25,703	26,601	27,541	28,459	2
		MO	1,750	1,820	1,879	1,947	2,006	2,072	2,142	2,217	2,295	2,372	
		HR	10.06	10.46	10.80	11.19	11.53	11.91	12.31	12.74	13.19	13.63	
A	3	YR	21,840	22,550	23,365	24,075	24,868	25,703	26,601	27,541	28,459	29,462	3
		MO	1,820	1,879	1,947	2,006	2,072	2,142	2,217	2,295	2,372	2,455	
		HR	10.46	10.80	11.19	11.53	11.91	12.31	12.74	13.19	13.63	14.11	
A	4	YR	22,550	23,365	24,075	24,868	25,703	26,601	27,541	28,459	29,462	30,506	4
		MO	1,879	1,947	2,006	2,072	2,142	2,217	2,295	2,372	2,455	2,542	
		HR	10.80	11.19	11.53	11.91	12.31	12.74	13.19	13.63	14.11	14.61	
A	5	YR	23,365	24,075	24,868	25,703	26,601	27,541	28,459	29,462	30,506	31,550	5
		MO	1,947	2,006	2,072	2,142	2,217	2,295	2,372	2,455	2,542	2,629	
		HR	11.19	11.53	11.91	12.31	12.74	13.19	13.63	14.11	14.61	15.11	
A	6	YR	24,075	24,868	25,703	26,601	27,541	28,459	29,462	30,506	31,550	32,719	6
		MO	2,006	2,072	2,142	2,217	2,295	2,372	2,455	2,542	2,629	2,727	
		HR	11.53	11.91	12.31	12.74	13.19	13.63	14.11	14.61	15.11	15.67	
A	7	YR	24,868	25,703	26,601	27,541	28,459	29,462	30,506	31,550	32,719	33,930	7
		MO	2,072	2,142	2,217	2,295	2,372	2,455	2,542	2,629	2,727	2,828	
		HR	11.91	12.31	12.74	13.19	13.63	14.11	14.61	15.11	15.67	16.25	
A	8	YR	25,703	26,601	27,541	28,459	29,462	30,506	31,550	32,719	33,930	35,120	8
		MO	2,142	2,217	2,295	2,372	2,455	2,542	2,629	2,727	2,828	2,927	
		HR	12.31	12.74	13.19	13.63	14.11	14.61	15.11	15.67	16.25	16.82	
A	9	YR	26,601	27,541	28,459	29,462	30,506	31,550	32,719	33,930	35,120	36,373	9
		MO	2,217	2,295	2,372	2,455	2,542	2,629	2,727	2,828	2,927	3,031	
		HR	12.74	13.19	13.63	14.11	14.61	15.11	15.67	16.25	16.82	17.42	
A	10	YR	27,541	28,459	29,462	30,506	31,550	32,719	33,930	35,120	36,373	37,730	10
		MO	2,295	2,372	2,455	2,542	2,629	2,727	2,828	2,927	3,031	3,144	
		HR	13.19	13.63	14.11	14.61	15.11	15.67	16.25	16.82	17.42	18.07	
A	11	YR	28,459	29,462	30,506	31,550	32,719	33,930	35,120	36,373	37,730	39,066	11
		MO	2,372	2,455	2,542	2,629	2,727	2,828	2,927	3,031	3,144	3,256	
		HR	13.63	14.11	14.61	15.11	15.67	16.25	16.82	17.42	18.07	18.71	
A	12	YR	29,462	30,506	31,550	32,719	33,930	35,120	36,373	37,730	39,066	40,528	12
		MO	2,455	2,542	2,629	2,727	2,828	2,927	3,031	3,144	3,256	3,377	
		HR	14.11	14.61	15.11	15.67	16.25	16.82	17.42	18.07	18.71	19.41	
A	13	YR	30,506	31,550	32,719	33,930	35,120	36,373	37,730	39,066	40,528	41,990	13
		MO	2,542	2,629	2,727	2,828	2,927	3,031	3,144	3,256	3,377	3,499	
		HR	14.61	15.11	15.67	16.25	16.82	17.42	18.07	18.71	19.41	20.11	
A	14	YR	31,550	32,719	33,930	35,120	36,373	37,730	39,066	40,528	41,990	43,472	14
		MO	2,629	2,727	2,828	2,927	3,031	3,144	3,256	3,377	3,499	3,623	
		HR	15.11	15.67	16.25	16.82	17.42	18.07	18.71	19.41	20.11	20.82	
A	15	YR	32,719	33,930	35,120	36,373	37,730	39,066	40,528	41,990	43,472	45,205	15
		MO	2,727	2,828	2,927	3,031	3,144	3,256	3,377	3,499	3,623	3,767	
		HR	15.67	16.25	16.82	17.42	18.07	18.71	19.41	20.11	20.82	21.65	
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.)

Commissioner's Plan Grid 3 (Cont.)
 Commissioner's Plan Professional
 Series A Ranges 1-30
 Effective 7/1/89 - 6/30/90

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	33,930	35,120	36,373	37,730	39,066	40,528	41,990	43,472	45,205	46,855	16
		MO	2,828	2,927	3,031	3,144	3,256	3,377	3,499	3,623	3,767	3,905	
		HR	16.25	16.82	17.42	18.07	18.71	19.41	20.11	20.82	21.65	22.44	
A	17	YR	35,120	36,373	37,730	39,066	40,528	41,990	43,472	45,205	46,855	48,567	17
		MO	2,927	3,031	3,144	3,256	3,377	3,499	3,623	3,767	3,905	4,047	
		HR	16.82	17.42	18.07	18.71	19.41	20.11	20.82	21.65	22.44	23.26	
A	18	YR	36,373	37,730	39,066	40,528	41,990	43,472	45,205	46,855	48,567	50,446	18
		MO	3,031	3,144	3,256	3,377	3,499	3,623	3,767	3,905	4,047	4,204	
		HR	17.42	18.07	18.71	19.41	20.11	20.82	21.65	22.44	23.26	24.16	
A	19	YR	37,730	39,066	40,528	41,990	43,472	45,205	46,855	48,567	50,446	52,200	19
		MO	3,144	3,256	3,377	3,499	3,623	3,767	3,905	4,047	4,204	4,350	
		HR	18.07	18.71	19.41	20.11	20.82	21.65	22.44	23.26	24.16	25.00	
A	20	YR	39,066	40,528	41,990	43,472	45,205	46,855	48,567	50,446	52,200	54,017	20
		MO	3,256	3,377	3,499	3,623	3,767	3,905	4,047	4,204	4,350	4,501	
		HR	18.71	19.41	20.11	20.82	21.65	22.44	23.26	24.16	25.00	25.87	
A	21	YR	40,528	41,990	43,472	45,205	46,855	48,567	50,446	52,200	54,017	55,958	21
		MO	3,377	3,499	3,623	3,767	3,905	4,047	4,204	4,350	4,501	4,663	
		HR	19.41	20.11	20.82	21.65	22.44	23.26	24.16	25.00	25.87	26.80	
A	22	YR	41,990	43,472	45,205	46,855	48,567	50,446	52,200	54,017	55,958	58,026	22
		MO	3,499	3,623	3,767	3,905	4,047	4,204	4,350	4,501	4,663	4,835	
		HR	20.11	20.82	21.65	22.44	23.26	24.16	25.00	25.87	26.80	27.79	
A	23	YR	43,472	45,205	46,855	48,567	50,446	52,200	54,017	55,958	58,026	60,072	23
		MO	3,623	3,767	3,905	4,047	4,204	4,350	4,501	4,663	4,835	5,006	
		HR	20.82	21.65	22.44	23.26	24.16	25.00	25.87	26.80	27.79	28.77	
A	24	YR	45,205	46,855	48,567	50,446	52,200	54,017	55,958	58,026	60,072	62,243	24
		MO	3,767	3,905	4,047	4,204	4,350	4,501	4,663	4,835	5,006	5,187	
		HR	21.65	22.44	23.26	24.16	25.00	25.87	26.80	27.79	28.77	29.81	
A	25	YR	46,855	48,567	50,446	52,200	54,017	55,958	58,026	60,072	62,243	64,477	25
		MO	3,905	4,047	4,204	4,350	4,501	4,663	4,835	5,006	5,187	5,373	
		HR	22.44	23.26	24.16	25.00	25.87	26.80	27.79	28.77	29.81	30.88	
A	26	YR	48,567	50,446	52,200	54,017	55,958	58,026	60,072	62,243	64,477	66,816	26
		MO	4,047	4,204	4,350	4,501	4,663	4,835	5,006	5,187	5,373	5,568	
		HR	23.26	24.16	25.00	25.87	26.80	27.79	28.77	29.81	30.88	32.00	
A	27	YR	50,446	52,200	54,017	55,958	58,026	60,072	62,243	64,477	66,816	69,259	27
		MO	4,204	4,350	4,501	4,663	4,835	5,006	5,187	5,373	5,568	5,772	
		HR	24.16	25.00	25.87	26.80	27.79	28.77	29.81	30.88	32.00	33.17	
A	28	YR	52,200	54,017	55,958	58,026	60,072	62,243	64,477	66,816	69,259		28
		MO	4,350	4,501	4,663	4,835	5,006	5,187	5,373	5,568	5,772		
		HR	25.00	25.87	26.80	27.79	28.77	29.81	30.88	32.00	33.17		
A	29	YR	54,017	55,958	58,026	60,072	62,243	64,477	66,816	69,259			29
		MO	4,501	4,663	4,835	5,006	5,187	5,373	5,568	5,772			
		HR	25.87	26.80	27.79	28.77	29.81	30.88	32.00	33.17			
A	30	YR	55,958	58,026	60,072	62,243	64,477	66,816	69,259				30
		MO	4,663	4,835	5,006	5,187	5,373	5,568	5,772				
		HR	26.80	27.79	28.77	29.81	30.88	32.00	33.17				

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

APPENDIX G (Cont.)

Commissioner's Plan Grid 4
Commissioner's Plan Supervisory
Series J, Ranges 1-29
Effective 7/1/89 - 6/30/90

Comp Code		A	B	C	D	E	F	G	H	I	J	Range
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											
J	01	YR	18,604	19,043	19,585	20,087	20,609	21,193	21,820	22,404	23,156	01
		MO	1,550	1,587	1,632	1,674	1,717	1,766	1,818	1,867	1,930	
		HR	8.91	9.12	9.38	9.62	9.87	10.15	10.45	10.73	11.09	
J	02	YR	19,043	19,585	20,087	20,609	21,193	21,820	22,404	23,156	23,761	02
		MO	1,587	1,632	1,674	1,717	1,766	1,818	1,867	1,930	1,980	
		HR	9.12	9.38	9.62	9.87	10.15	10.45	10.73	11.09	11.38	
J	03	YR	19,585	20,087	20,609	21,193	21,820	22,404	23,156	23,761	24,492	03
		MO	1,632	1,674	1,717	1,766	1,818	1,867	1,930	1,980	2,041	
		HR	9.38	9.62	9.87	10.15	10.45	10.73	11.09	11.38	11.73	
J	04	YR	20,087	20,609	21,193	21,820	22,404	23,156	23,803	24,492	25,286	04
		MO	1,674	1,717	1,766	1,818	1,867	1,930	1,984	2,041	2,107	
		HR	9.62	9.87	10.15	10.45	10.73	11.09	11.40	11.73	12.11	
J	05	YR	20,609	21,193	21,820	22,404	23,156	23,845	24,555	25,390	26,058	05
		MO	1,717	1,766	1,818	1,867	1,930	1,987	2,046	2,116	2,172	
		HR	9.87	10.15	10.45	10.73	11.09	11.42	11.76	12.16	12.48	
J	06	YR	21,193	21,820	22,404	23,156	23,928	24,638	25,453	26,058	26,873	06
		MO	1,766	1,818	1,867	1,930	1,994	2,053	2,121	2,172	2,239	
		HR	10.15	10.45	10.73	11.09	11.46	11.80	12.19	12.48	12.87	
J	07	YR	21,820	22,404	23,156	23,991	24,680	25,536	26,309	26,873	27,708	07
		MO	1,818	1,867	1,930	1,999	2,057	2,128	2,192	2,239	2,309	
		HR	10.45	10.73	11.09	11.49	11.82	12.23	12.60	12.87	13.27	
J	08	YR	22,404	23,156	23,991	24,722	25,620	26,580	27,624	28,626	29,670	08
		MO	1,867	1,930	1,999	2,060	2,135	2,215	2,302	2,386	2,473	
		HR	10.73	11.09	11.49	11.84	12.27	12.73	13.23	13.71	14.21	
J	09	YR	23,156	23,991	24,722	25,620	26,580	27,624	28,626	29,670	30,819	09
		MO	1,930	1,999	2,060	2,135	2,215	2,302	2,386	2,473	2,568	
		HR	11.09	11.49	11.84	12.27	12.73	13.23	13.71	14.21	14.76	
J	10	YR	23,991	24,722	25,620	26,580	27,624	28,626	29,670	30,819	31,967	10
		MO	1,999	2,060	2,135	2,215	2,302	2,386	2,473	2,568	2,664	
		HR	11.49	11.84	12.27	12.73	13.23	13.71	14.21	14.76	15.31	
J	11	YR	24,722	25,620	26,580	27,624	28,626	29,670	30,819	31,967	33,137	11
		MO	2,060	2,135	2,215	2,302	2,386	2,473	2,568	2,664	2,761	
		HR	11.84	12.27	12.73	13.23	13.71	14.21	14.76	15.31	15.87	
J	12	YR	25,620	26,580	27,624	28,626	29,670	30,819	31,967	33,137	34,473	12
		MO	2,135	2,215	2,302	2,386	2,473	2,568	2,664	2,761	2,873	
		HR	12.27	12.73	13.23	13.71	14.21	14.76	15.31	15.87	16.51	
J	13	YR	26,580	27,624	28,626	29,670	30,819	31,967	33,137	34,473	35,747	13
		MO	2,215	2,302	2,386	2,473	2,568	2,664	2,761	2,873	2,979	
		HR	12.73	13.23	13.71	14.21	14.76	15.31	15.87	16.51	17.12	
J	14	YR	27,624	28,626	29,670	30,819	31,967	33,137	34,473	35,747	37,083	14
		MO	2,302	2,386	2,473	2,568	2,664	2,761	2,873	2,979	3,090	
		HR	13.23	13.71	14.21	14.76	15.31	15.87	16.51	17.12	17.76	
J	15	YR	28,626	29,670	30,819	31,967	33,137	34,473	35,747	37,083	38,482	15
		MO	2,386	2,473	2,568	2,664	2,761	2,873	2,979	3,090	3,207	
		HR	13.71	14.21	14.76	15.31	15.87	16.51	17.12	17.76	18.43	

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.)

Commissioner's Plan Grid 4 (Cont.)
 Commissioner's Plan Supervisory
 Series J Ranges 1-29
 Effective 7/1/89 - 6/30/90

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	29,670	30,819	31,967	33,137	34,473	35,747	37,083	38,482	39,943	41,489	16
		MO	2,473	2,568	2,664	2,761	2,873	2,979	3,090	3,207	3,329	3,457	
		HR	14.21	14.76	15.31	15.87	16.51	17.12	17.76	18.43	19.13	19.87	
J	17	YR	30,819	31,967	33,137	34,473	35,747	37,083	38,482	39,943	41,489	43,034	17
		MO	2,568	2,664	2,761	2,873	2,979	3,090	3,207	3,329	3,457	3,586	
		HR	14.76	15.31	15.87	16.51	17.12	17.76	18.43	19.13	19.87	20.61	
J	18	YR	31,967	33,137	34,473	35,747	37,083	38,482	39,943	41,489	43,034	44,621	18
		MO	2,664	2,761	2,873	2,979	3,090	3,207	3,329	3,457	3,586	3,718	
		HR	15.31	15.87	16.51	17.12	17.76	18.43	19.13	19.87	20.61	21.37	
J	19	YR	33,137	34,473	35,747	37,083	38,482	39,943	41,489	43,034	44,621	46,333	19
		MO	2,761	2,873	2,979	3,090	3,207	3,329	3,457	3,586	3,718	3,861	
		HR	15.87	16.51	17.12	17.76	18.43	19.13	19.87	20.61	21.37	22.19	
J	20	YR	34,473	35,747	37,083	38,482	39,943	41,489	43,034	44,621	46,333	47,940	20
		MO	2,873	2,979	3,090	3,207	3,329	3,457	3,586	3,718	3,861	3,995	
		HR	16.51	17.12	17.76	18.43	19.13	19.87	20.61	21.37	22.19	22.96	
J	21	YR	35,747	37,083	38,482	39,943	41,489	43,034	44,621	46,333	47,940	49,694	21
		MO	2,979	3,090	3,207	3,329	3,457	3,586	3,718	3,861	3,995	4,141	
		HR	17.12	17.76	18.43	19.13	19.87	20.61	21.37	22.19	22.96	23.80	
J	22	YR	37,083	38,482	39,943	41,489	43,034	44,621	46,333	47,940	49,694	51,469	22
		MO	3,090	3,207	3,329	3,457	3,586	3,718	3,861	3,995	4,141	4,289	
		HR	17.76	18.43	19.13	19.87	20.61	21.37	22.19	22.96	23.80	24.65	
J	23	YR	38,482	39,943	41,489	43,034	44,621	46,333	47,940	49,694	51,469	53,369	23
		MO	3,207	3,329	3,457	3,586	3,718	3,861	3,995	4,141	4,289	4,447	
		HR	18.43	19.13	19.87	20.61	21.37	22.19	22.96	23.80	24.65	25.56	
J	24	YR	39,943	41,489	43,034	44,621	46,333	47,940	49,694	51,469	53,369	55,228	24
		MO	3,329	3,457	3,586	3,718	3,861	3,995	4,141	4,289	4,447	4,602	
		HR	19.13	19.87	20.61	21.37	22.19	22.96	23.80	24.65	25.56	26.45	
J	25	YR	41,489	43,034	44,621	46,333	47,940	49,694	51,469	53,369	55,228	57,232	25
		MO	3,457	3,586	3,718	3,861	3,995	4,141	4,289	4,447	4,602	4,769	
		HR	19.87	20.61	21.37	22.19	22.96	23.80	24.65	25.56	26.45	27.41	
J	26	YR	43,034	44,621	46,333	47,940	49,694	51,469	53,369	55,228	57,232	59,299	26
		MO	3,586	3,718	3,861	3,995	4,141	4,289	4,447	4,602	4,769	4,942	
		HR	20.61	21.37	22.19	22.96	23.80	24.65	25.56	26.45	27.41	28.40	
J	27	YR	44,621	46,333	47,940	49,694	51,469	53,369	55,228	57,232	59,299	61,450	27
		MO	3,718	3,861	3,995	4,141	4,289	4,447	4,602	4,769	4,942	5,121	
		HR	21.37	22.19	22.96	23.80	24.65	25.56	26.45	27.41	28.40	29.43	
J	28	YR	46,333	47,940	49,694	51,469	53,369	55,228	57,232	59,299	61,450	63,684	28
		MO	3,861	3,995	4,141	4,289	4,447	4,602	4,769	4,942	5,121	5,307	
		HR	22.19	22.96	23.80	24.65	25.56	26.45	27.41	28.40	29.43	30.50	
J	29	YR	47,940	49,694	51,469	53,369	55,228	57,232	59,299	61,450	63,684		29
		MO	3,995	4,141	4,289	4,447	4,602	4,769	4,942	5,121	5,307		
		HR	22.96	23.80	24.65	25.56	26.45	27.41	28.40	29.43	30.50		

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.)

Commissioner's Plan Grid 5
 Units 217, 219 and 221 Commissioner's Plan Nurses
 Series G, Ranges 1-3
 Effective 7/1/89 - 6/30/90

<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>	Effective 7/1/89 - 6/30/90	
			<u>Minimum</u>	<u>Maximum</u>
Registered Nurse Senior	G	3J	YR	27,750
			MO	2,312
			HR	13.29
Registered Nurse	G	1J	YR	25,265
			MO	2,105
			HR	12.10

APPENDIX G (Cont.)

Commissioner's Plan Grid 6
Unit 213 Commissioner's Plan Health Treatment Professionals
Series G, Ranges 75-90
Effective 7/1/89 - 6/30/90

Class Code	Class Title	Series	Comp Code	Effective 7/1/89 - 6/30/90		
				Minimum	Maximum	
000142	BUYER PHARMACIST	G	78I	YR	32,615	43,347
				MO	2,718	3,612
				HR	15.62	20.76
000159	CHIEF OF SERVICE	G	86F	YR	50,279	59,884
				MO	4,190	4,990
				HR	24.08	28.68
002883	CHIROPRACTOR	G	90I	YR	35,016	46,437
				MO	2,918	3,870
				HR	16.77	22.24
000822	DENTAL HEALTH PROGRAM DIRECTOR	G	86I	YR	50,279	66,649
				MO	4,190	5,554
				HR	24.08	31.92
000228	DENTIST	G	83J	YR	42,971	58,902
				MO	3,581	4,909
				HR	20.58	28.21
000367	PHARMACIST	G	75I	YR	29,420	39,630
				MO	2,452	3,303
				HR	14.09	18.98
002040	PHARMACIST CLINICIAN	G	81I	YR	37,626	50,279
				MO	3,135	4,190
				HR	18.02	24.08
001883	PHARMACIST SENIOR	G	79I	YR	32,802	44,224
				MO	2,734	3,685
				HR	15.71	21.18
001677	PHARMACY CONSULTANT	G	80I	YR	36,269	48,379
				MO	3,022	4,032
				HR	17.37	23.17
001347	PHARMACY SURVEYOR	G	79I	YR	32,802	44,224
				MO	2,734	3,685
				HR	15.71	21.18
000509	PHYSICIAN	G	76I	YR	30,360	40,382
				MO	2,530	3,365
				HR	14.54	19.34
000573	PUBLIC HEALTH PHYSICIAN 1	G	82H	YR	41,885	53,870
				MO	3,490	4,489
				HR	20.06	25.80
000692	STAFF PHYSICIAN	G	82H	YR	41,885	53,870
				MO	3,490	4,489
				HR	20.06	25.80
000664	STAFF PHYSICIAN SENIOR	G	85F	YR	48,379	57,858
				MO	4,032	4,822
				HR	23.17	27.71
000751	VETERINARIAN	G	90I	YR	35,016	46,437
				MO	2,918	3,870
				HR	16.77	22.24

APPENDIX H

Commissioner's Plan Grid 7
Commissioner's Plan Service, Health Care Non-Professional and Clerical
Series L, Ranges 42-77
Effective 7/1/90 - 6/30/91

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	13,760	14,073	14,428	14,762	15,138	15,535	15,890	16,224	16,537	16,808		42
		MO	1,147	1,173	1,202	1,230	1,262	1,295	1,324	1,352	1,378	1,401		
		HR	6.59	6.74	6.91	7.07	7.25	7.44	7.61	7.77	7.92	8.05		
L	43	YR	14,073	14,428	14,762	15,138	15,535	15,890	16,224	16,537	16,808	17,163		43
		MO	1,173	1,202	1,230	1,262	1,295	1,324	1,352	1,378	1,401	1,430		
		HR	6.74	6.91	7.07	7.25	7.44	7.61	7.77	7.92	8.05	8.22		
L	44	YR	14,428	14,762	15,138	15,535	15,890	16,224	16,537	16,808	17,163	17,477		44
		MO	1,202	1,230	1,262	1,295	1,324	1,352	1,378	1,401	1,430	1,456		
		HR	6.91	7.07	7.25	7.44	7.61	7.77	7.92	8.05	8.22	8.37		
L	45	YR	14,762	15,138	15,535	15,890	16,224	16,537	16,808	17,163	17,477	17,915		45
		MO	1,230	1,262	1,295	1,324	1,352	1,378	1,401	1,430	1,456	1,493		
		HR	7.07	7.25	7.44	7.61	7.77	7.92	8.05	8.22	8.37	8.58		
L	46	YR	15,138	15,535	15,890	16,224	16,537	16,808	17,163	17,477	17,915	18,291		46
		MO	1,262	1,295	1,324	1,352	1,378	1,401	1,430	1,456	1,493	1,524		
		HR	7.25	7.44	7.61	7.77	7.92	8.05	8.22	8.37	8.58	8.76		
L	47	YR	15,535	15,890	16,224	16,537	16,808	17,163	17,477	17,915	18,291	18,688		47
		MO	1,295	1,324	1,352	1,378	1,401	1,430	1,456	1,493	1,524	1,557		
		HR	7.44	7.61	7.77	7.92	8.05	8.22	8.37	8.58	8.76	8.95		
L	48	YR	15,890	16,224	16,537	16,808	17,163	17,477	17,915	18,291	18,688	19,126		48
		MO	1,324	1,352	1,378	1,401	1,430	1,456	1,493	1,524	1,557	1,594		
		HR	7.61	7.77	7.92	8.05	8.22	8.37	8.58	8.76	8.95	9.16		
L	49	YR	16,224	16,537	16,808	17,163	17,477	17,852	18,291	18,688	19,126	19,585		49
		MO	1,352	1,378	1,401	1,430	1,456	1,488	1,524	1,557	1,594	1,632		
		HR	7.77	7.92	8.05	8.22	8.37	8.55	8.76	8.95	9.16	9.38		
L	50	YR	16,537	16,808	17,163	17,477	17,852	18,249	18,667	19,126	19,585	19,982		50
		MO	1,378	1,401	1,430	1,456	1,488	1,521	1,556	1,594	1,632	1,665		
		HR	7.92	8.05	8.22	8.37	8.55	8.74	8.94	9.16	9.38	9.57		
L	51	YR	16,808	17,163	17,477	17,852	18,249	18,667	19,126	19,585	19,982	20,462		51
		MO	1,401	1,430	1,456	1,488	1,521	1,556	1,594	1,632	1,665	1,705		
		HR	8.05	8.22	8.37	8.55	8.74	8.94	9.16	9.38	9.57	9.80		
L	52	YR	17,163	17,477	17,852	18,249	18,667	19,126	19,585	19,982	20,462	21,005	21,527	52
		MO	1,430	1,456	1,488	1,521	1,556	1,594	1,632	1,665	1,705	1,750	1,794	
		HR	8.22	8.37	8.55	8.74	8.94	9.16	9.38	9.57	9.80	10.06	10.31	
L	53	YR	17,477	17,852	18,249	18,667	19,126	19,585	19,982	20,462	21,005	21,527		53
		MO	1,456	1,488	1,521	1,556	1,594	1,632	1,665	1,705	1,750	1,794		
		HR	8.37	8.55	8.74	8.94	9.16	9.38	9.57	9.80	10.06	10.31		
L	54	YR	17,852	18,249	18,667	19,126	19,585	19,982	20,462	21,005	21,527	22,175		54
		MO	1,488	1,521	1,556	1,594	1,632	1,665	1,705	1,750	1,794	1,848		
		HR	8.55	8.74	8.94	9.16	9.38	9.57	9.80	10.06	10.31	10.62		
L	55	YR	18,249	18,667	19,126	19,585	19,982	20,462	21,005	21,527	22,175	22,717		55
		MO	1,521	1,556	1,594	1,632	1,665	1,705	1,750	1,794	1,848	1,893		
		HR	8.74	8.94	9.16	9.38	9.57	9.80	10.06	10.31	10.62	10.88		
L	56	YR	18,667	19,126	19,585	19,982	20,462	21,005	21,527	22,175	22,717	23,302	23,928	56
		MO	1,556	1,594	1,632	1,665	1,705	1,750	1,794	1,848	1,893	1,942	1,994	
		HR	8.94	9.16	9.38	9.57	9.80	10.06	10.31	10.62	10.88	11.16	11.46	
L	57	YR	19,126	19,585	19,982	20,462	21,005	21,527	22,175	22,717	23,302	23,928	24,597	57
		MO	1,594	1,632	1,665	1,705	1,750	1,794	1,848	1,893	1,942	1,994	2,050	
		HR	9.16	9.38	9.57	9.80	10.06	10.31	10.62	10.88	11.16	11.46	11.78	
L	58	YR	19,585	19,982	20,462	21,005	21,527	22,175	22,717	23,302	23,928	24,597		58
		MO	1,632	1,665	1,705	1,750	1,794	1,848	1,893	1,942	1,994	2,050		
		HR	9.38	9.57	9.80	10.06	10.31	10.62	10.88	11.16	11.46	11.78		
L	59	YR	19,982	20,462	21,005	21,527	22,175	22,717	23,302	23,928	24,597	25,286	25,954	59
		MO	1,665	1,705	1,750	1,794	1,848	1,893	1,942	1,994	2,050	2,107	2,163	
		HR	9.57	9.80	10.06	10.31	10.62	10.88	11.16	11.46	11.78	12.11	12.43	

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.)

Commissioner's Plan Grid 7 (Cont.)
 Commissioner's Plan Service, Health Care Non-Professional and Clerical
 Series L, Ranges 42-77
 Effective 7/1/90 - 6/30/91

Comp Code		A	B	C	D	E	F	G	H	I	J	K	
Step		01	02	03	04	05	06	07	08	09	10	11	
Series	Range												Range
L	60	YR	20,462	21,005	21,527	22,175	22,717	23,302	23,928	24,597	25,286	25,954	26,768
		MO	1,705	1,750	1,794	1,848	1,893	1,942	1,994	2,050	2,107	2,163	2,231
		HR	9.80	10.06	10.31	10.62	10.88	11.16	11.46	11.78	12.11	12.43	12.82
L	61	YR	21,005	21,527	22,175	22,717	23,302	23,928	24,597	25,286	25,954	26,768	
		MO	1,750	1,794	1,848	1,893	1,942	1,994	2,050	2,107	2,163	2,231	61
		HR	10.06	10.31	10.62	10.88	11.16	11.46	11.78	12.11	12.43	12.82	
L	62	YR	21,527	22,175	22,717	23,302	23,928	24,597	25,286	25,954	26,768	27,541	
		MO	1,794	1,848	1,893	1,942	1,994	2,050	2,107	2,163	2,231	2,295	62
		HR	10.31	10.62	10.88	11.16	11.46	11.78	12.11	12.43	12.82	13.19	
L	63	YR	22,175	22,717	23,302	23,928	24,597	25,286	25,954	26,768	27,541	28,334	
		MO	1,848	1,893	1,942	1,994	2,050	2,107	2,163	2,231	2,295	2,361	63
		HR	10.62	10.88	11.16	11.46	11.78	12.11	12.43	12.82	13.19	13.57	
L	64	YR	22,717	23,302	23,928	24,597	25,286	25,954	26,768	27,541	28,334	29,086	
		MO	1,893	1,942	1,994	2,050	2,107	2,163	2,231	2,295	2,361	2,424	64
		HR	10.88	11.16	11.46	11.78	12.11	12.43	12.82	13.19	13.57	13.93	
L	65	YR	23,302	23,928	24,597	25,286	25,954	26,768	27,541	28,334	29,086	29,879	
		MO	1,942	1,994	2,050	2,107	2,163	2,231	2,295	2,361	2,424	2,490	65
		HR	11.16	11.46	11.78	12.11	12.43	12.82	13.19	13.57	13.93	14.31	
L	66	YR	23,928	24,597	25,286	25,954	26,768	27,541	28,334	29,086	29,879	30,652	
		MO	1,994	2,050	2,107	2,163	2,231	2,295	2,361	2,424	2,490	2,554	66
		HR	11.46	11.78	12.11	12.43	12.82	13.19	13.57	13.93	14.31	14.68	
L	67	YR	24,597	25,286	25,954	26,768	27,541	28,334	29,086	29,879	30,652	31,508	
		MO	2,050	2,107	2,163	2,231	2,295	2,361	2,424	2,490	2,554	2,626	67
		HR	11.78	12.11	12.43	12.82	13.19	13.57	13.93	14.31	14.68	15.09	
L	68	YR	25,286	25,954	26,768	27,541	28,334	29,086	29,879	30,652	31,508	32,364	
		MO	2,107	2,163	2,231	2,295	2,361	2,424	2,490	2,554	2,626	2,697	68
		HR	12.11	12.43	12.82	13.19	13.57	13.93	14.31	14.68	15.09	15.50	
L	69	YR	25,954	26,768	27,541	28,334	29,086	29,879	30,652	31,508	32,364	33,199	
		MO	2,163	2,231	2,295	2,361	2,424	2,490	2,554	2,626	2,697	2,767	69
		HR	12.43	12.82	13.19	13.57	13.93	14.31	14.68	15.09	15.50	15.90	
L	70	YR	26,768	27,541	28,334	29,086	29,879	30,652	31,508	32,364	33,199	34,097	
		MO	2,231	2,295	2,361	2,424	2,490	2,554	2,626	2,697	2,767	2,841	70
		HR	12.82	13.19	13.57	13.93	14.31	14.68	15.09	15.50	15.90	16.33	
L	71	YR	27,541	28,334	29,086	29,879	30,652	31,508	32,364	33,199	34,097	34,974	
		MO	2,295	2,361	2,424	2,490	2,554	2,626	2,697	2,767	2,841	2,915	71
		HR	13.19	13.57	13.93	14.31	14.68	15.09	15.50	15.90	16.33	16.75	
L	72	YR	28,334	29,086	29,879	30,652	31,508	32,364	33,199	34,097	34,974	35,809	
		MO	2,361	2,424	2,490	2,554	2,626	2,697	2,767	2,841	2,915	2,984	72
		HR	13.57	13.93	14.31	14.68	15.09	15.50	15.90	16.33	16.75	17.15	
L	73	YR	29,086	29,879	30,652	31,508	32,364	33,199	34,097	34,974	35,809	36,707	
		MO	2,424	2,490	2,554	2,626	2,697	2,767	2,841	2,915	2,984	3,059	73
		HR	13.93	14.31	14.68	15.09	15.50	15.90	16.33	16.75	17.15	17.58	
L	74	YR	29,879	30,652	31,508	32,364	33,199	34,097	34,974	35,809	36,707	37,542	
		MO	2,490	2,554	2,626	2,697	2,767	2,841	2,915	2,984	3,059	3,129	74
		HR	14.31	14.68	15.09	15.50	15.90	16.33	16.75	17.15	17.58	17.98	
L	75	YR	30,652	31,508	32,364	33,199	34,097	34,974	35,809	36,707	37,542	38,461	
		MO	2,554	2,626	2,697	2,767	2,841	2,915	2,984	3,059	3,129	3,205	75
		HR	14.68	15.09	15.50	15.90	16.33	16.75	17.15	17.58	17.98	18.42	
L	76	YR	31,508	32,364	33,199	34,097	34,974	35,809	36,707	37,542	38,461	39,275	
		MO	2,626	2,697	2,767	2,841	2,915	2,984	3,059	3,129	3,205	3,273	76
		HR	15.09	15.50	15.90	16.33	16.75	17.15	17.58	17.98	18.42	18.81	
L	77	YR	32,364	33,199	34,097	34,974	35,809	36,707	37,542	38,461	39,275	40,131	
		MO	2,697	2,767	2,841	2,915	2,984	3,059	3,129	3,205	3,273	3,344	77
		HR	15.50	15.90	16.33	16.75	17.15	17.58	17.98	18.42	18.81	19.22	

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.)

Commissioner's Plan Grid 8
Commissioner's Plan Technical
Series C, Ranges 42-77
Effective 7/1/90 - 6/30/91

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	13,760	14,073	14,449	14,825	15,222	15,702	16,036	16,391	16,746	17,101	42
		MO	1,147	1,173	1,204	1,235	1,268	1,308	1,336	1,366	1,395	1,425	
		HR	6.59	6.74	6.92	7.10	7.29	7.52	7.68	7.85	8.02	8.19	
C	43	YR	14,073	14,449	14,825	15,222	15,702	16,036	16,391	16,746	17,101	17,435	43
		MO	1,173	1,204	1,235	1,268	1,308	1,336	1,366	1,395	1,425	1,453	
		HR	6.74	6.92	7.10	7.29	7.52	7.68	7.85	8.02	8.19	8.35	
C	44	YR	14,449	14,825	15,222	15,702	16,036	16,391	16,746	17,101	17,435	17,832	44
		MO	1,204	1,235	1,268	1,308	1,336	1,366	1,395	1,425	1,453	1,486	
		HR	6.92	7.10	7.29	7.52	7.68	7.85	8.02	8.19	8.35	8.54	
C	45	YR	14,825	15,222	15,702	16,036	16,391	16,746	17,101	17,435	17,832	18,291	45
		MO	1,235	1,268	1,308	1,336	1,366	1,395	1,425	1,453	1,486	1,524	
		HR	7.10	7.29	7.52	7.68	7.85	8.02	8.19	8.35	8.54	8.76	
C	46	YR	15,222	15,702	16,036	16,391	16,746	17,101	17,435	17,832	18,291	18,729	46
		MO	1,268	1,308	1,336	1,366	1,395	1,425	1,453	1,486	1,524	1,561	
		HR	7.29	7.52	7.68	7.85	8.02	8.19	8.35	8.54	8.76	8.97	
C	47	YR	15,702	16,036	16,391	16,746	17,101	17,435	17,832	18,291	18,729	19,168	47
		MO	1,308	1,336	1,366	1,395	1,425	1,453	1,486	1,524	1,561	1,597	
		HR	7.52	7.68	7.85	8.02	8.19	8.35	8.54	8.76	8.97	9.18	
C	48	YR	16,036	16,391	16,746	17,101	17,435	17,832	18,291	18,729	19,168	19,648	48
		MO	1,336	1,366	1,395	1,425	1,453	1,486	1,524	1,561	1,597	1,637	
		HR	7.68	7.85	8.02	8.19	8.35	8.54	8.76	8.97	9.18	9.41	
C	49	YR	16,391	16,746	17,101	17,435	17,832	18,207	18,729	19,168	19,648	20,087	49
		MO	1,366	1,395	1,425	1,453	1,486	1,517	1,561	1,597	1,637	1,674	
		HR	7.85	8.02	8.19	8.35	8.54	8.72	8.97	9.18	9.41	9.62	
C	50	YR	16,746	17,101	17,435	17,832	18,207	18,667	19,126	19,648	20,087	20,567	50
		MO	1,395	1,425	1,453	1,486	1,517	1,556	1,594	1,637	1,674	1,714	
		HR	8.02	8.19	8.35	8.54	8.72	8.94	9.16	9.41	9.62	9.85	
C	51	YR	17,101	17,435	17,832	18,207	18,667	19,126	19,648	20,087	20,567	21,068	51
		MO	1,425	1,453	1,486	1,517	1,556	1,594	1,637	1,674	1,714	1,756	
		HR	8.19	8.35	8.54	8.72	8.94	9.16	9.41	9.62	9.85	10.09	
C	52	YR	17,435	17,832	18,207	18,667	19,126	19,648	20,087	20,567	21,068	21,632	52
		MO	1,453	1,486	1,517	1,556	1,594	1,637	1,674	1,714	1,756	1,803	
		HR	8.35	8.54	8.72	8.94	9.16	9.41	9.62	9.85	10.09	10.36	
C	53	YR	17,832	18,207	18,667	19,126	19,648	20,087	20,567	21,068	21,632	22,258	53
		MO	1,486	1,517	1,556	1,594	1,637	1,674	1,714	1,756	1,803	1,855	
		HR	8.54	8.72	8.94	9.16	9.41	9.62	9.85	10.09	10.36	10.66	
C	54	YR	18,207	18,667	19,126	19,648	20,087	20,567	21,068	21,632	22,258	22,926	54
		MO	1,517	1,556	1,594	1,637	1,674	1,714	1,756	1,803	1,855	1,911	
		HR	8.72	8.94	9.16	9.41	9.62	9.85	10.09	10.36	10.66	10.98	
C	55	YR	18,667	19,126	19,648	20,087	20,567	21,068	21,632	22,258	22,926	23,553	55
		MO	1,556	1,594	1,637	1,674	1,714	1,756	1,803	1,855	1,911	1,963	
		HR	8.94	9.16	9.41	9.62	9.85	10.09	10.36	10.66	10.98	11.28	
C	56	YR	19,126	19,648	20,087	20,567	21,068	21,632	22,258	22,926	23,553	24,221	56
		MO	1,594	1,637	1,674	1,714	1,756	1,803	1,855	1,911	1,963	2,018	
		HR	9.16	9.41	9.62	9.85	10.09	10.36	10.66	10.98	11.28	11.60	
C	57	YR	19,648	20,087	20,567	21,068	21,632	22,258	22,926	23,553	24,221	24,931	57
		MO	1,637	1,674	1,714	1,756	1,803	1,855	1,911	1,963	2,018	2,078	
		HR	9.41	9.62	9.85	10.09	10.36	10.66	10.98	11.28	11.60	11.94	
C	58	YR	20,087	20,567	21,068	21,632	22,258	22,926	23,553	24,221	24,931	25,662	58
		MO	1,674	1,714	1,756	1,803	1,855	1,911	1,963	2,018	2,078	2,138	
		HR	9.62	9.85	10.09	10.36	10.66	10.98	11.28	11.60	11.94	12.29	
C	59	YR	20,567	21,068	21,632	22,258	22,926	23,553	24,221	24,931	25,662	26,351	59
		MO	1,714	1,756	1,803	1,855	1,911	1,963	2,018	2,078	2,138	2,196	
		HR	9.85	10.09	10.36	10.66	10.98	11.28	11.60	11.94	12.29	12.62	

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.)

Commissioner's Plan Grid 8 (Cont.)
Commissioner's Plan Technical
Series C, Ranges 42-77
Effective 7/1/90 - 6/30/91

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	21,068	21,632	22,258	22,926	23,553	24,221	24,931	25,662	26,351	27,123	60
		MO	1,756	1,803	1,855	1,911	1,963	2,018	2,078	2,138	2,196	2,260	
		HR	10.09	10.36	10.66	10.98	11.28	11.60	11.94	12.29	12.62	12.99	
C	61	YR	21,632	22,258	22,926	23,553	24,221	24,931	25,662	26,351	27,123	27,958	61
		MO	1,803	1,855	1,911	1,963	2,018	2,078	2,138	2,196	2,260	2,330	
		HR	10.36	10.66	10.98	11.28	11.60	11.94	12.29	12.62	12.99	13.39	
C	62	YR	22,258	22,926	23,553	24,221	24,931	25,662	26,351	27,123	27,958	28,794	62
		MO	1,855	1,911	1,963	2,018	2,078	2,138	2,196	2,260	2,330	2,399	
		HR	10.66	10.98	11.28	11.60	11.94	12.29	12.62	12.99	13.39	13.79	
C	63	YR	22,926	23,553	24,221	24,931	25,662	26,351	27,123	27,958	28,794	29,650	63
		MO	1,911	1,963	2,018	2,078	2,138	2,196	2,260	2,330	2,399	2,471	
		HR	10.98	11.28	11.60	11.94	12.29	12.62	12.99	13.39	13.79	14.20	
C	64	YR	23,553	24,221	24,931	25,662	26,351	27,123	27,958	28,794	29,650	30,485	64
		MO	1,963	2,018	2,078	2,138	2,196	2,260	2,330	2,399	2,471	2,540	
		HR	11.28	11.60	11.94	12.29	12.62	12.99	13.39	13.79	14.20	14.60	
C	65	YR	24,221	24,931	25,662	26,351	27,123	27,958	28,794	29,650	30,485	31,320	65
		MO	2,018	2,078	2,138	2,196	2,260	2,330	2,399	2,471	2,540	2,610	
		HR	11.60	11.94	12.29	12.62	12.99	13.39	13.79	14.20	14.60	15.00	
C	66	YR	24,931	25,662	26,351	27,123	27,958	28,794	29,650	30,485	31,320	32,260	66
		MO	2,078	2,138	2,196	2,260	2,330	2,399	2,471	2,540	2,610	2,688	
		HR	11.94	12.29	12.62	12.99	13.39	13.79	14.20	14.60	15.00	15.45	
C	67	YR	25,662	26,351	27,123	27,958	28,794	29,650	30,485	31,320	32,260	33,137	67
		MO	2,138	2,196	2,260	2,330	2,399	2,471	2,540	2,610	2,688	2,761	
		HR	12.29	12.62	12.99	13.39	13.79	14.20	14.60	15.00	15.45	15.87	
C	68	YR	26,351	27,123	27,958	28,794	29,650	30,485	31,320	32,260	33,137	34,097	68
		MO	2,196	2,260	2,330	2,399	2,471	2,540	2,610	2,688	2,761	2,841	
		HR	12.62	12.99	13.39	13.79	14.20	14.60	15.00	15.45	15.87	16.33	
C	69	YR	27,123	27,958	28,794	29,650	30,485	31,320	32,260	33,137	34,097	35,016	69
		MO	2,260	2,330	2,399	2,471	2,540	2,610	2,688	2,761	2,841	2,918	
		HR	12.99	13.39	13.79	14.20	14.60	15.00	15.45	15.87	16.33	16.77	
C	70	YR	27,958	28,794	29,650	30,485	31,320	32,260	33,137	34,097	35,016	35,934	70
		MO	2,330	2,399	2,471	2,540	2,610	2,688	2,761	2,841	2,918	2,995	
		HR	13.39	13.79	14.20	14.60	15.00	15.45	15.87	16.33	16.77	17.21	
C	71	YR	28,794	29,650	30,485	31,320	32,260	33,137	34,097	35,016	35,934	36,895	71
		MO	2,399	2,471	2,540	2,610	2,688	2,761	2,841	2,918	2,995	3,075	
		HR	13.79	14.20	14.60	15.00	15.45	15.87	16.33	16.77	17.21	17.67	
C	72	YR	29,650	30,485	31,320	32,260	33,137	34,097	35,016	35,934	36,895	37,855	72
		MO	2,471	2,540	2,610	2,688	2,761	2,841	2,918	2,995	3,075	3,155	
		HR	14.20	14.60	15.00	15.45	15.87	16.33	16.77	17.21	17.67	18.13	
C	73	YR	30,485	31,320	32,260	33,137	34,097	35,016	35,934	36,895	37,855	38,774	73
		MO	2,540	2,610	2,688	2,761	2,841	2,918	2,995	3,075	3,155	3,231	
		HR	14.60	15.00	15.45	15.87	16.33	16.77	17.21	17.67	18.13	18.57	
C	74	YR	31,320	32,260	33,137	34,097	35,016	35,934	36,895	37,855	38,774	39,735	74
		MO	2,610	2,688	2,761	2,841	2,918	2,995	3,075	3,155	3,231	3,311	
		HR	15.00	15.45	15.87	16.33	16.77	17.21	17.67	18.13	18.57	19.03	
C	75	YR	32,260	33,137	34,097	35,016	35,934	36,895	37,855	38,774	39,735	40,674	75
		MO	2,688	2,761	2,841	2,918	2,995	3,075	3,155	3,231	3,311	3,390	
		HR	15.45	15.87	16.33	16.77	17.21	17.67	18.13	18.57	19.03	19.48	
C	76	YR	33,137	34,097	35,016	35,934	36,895	37,855	38,774	39,735	40,674	41,635	76
		MO	2,761	2,841	2,918	2,995	3,075	3,155	3,231	3,311	3,390	3,470	
		HR	15.87	16.33	16.77	17.21	17.67	18.13	18.57	19.03	19.48	19.94	
C	77	YR	34,097	35,016	35,934	36,895	37,855	38,774	39,735	40,674	41,635	42,512	77
		MO	2,841	2,918	2,995	3,075	3,155	3,231	3,311	3,390	3,470	3,543	
		HR	16.33	16.77	17.21	17.67	18.13	18.57	19.03	19.48	19.94	20.36	

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.)

Commissioner's Plan Grid 9
Commissioner's Plan Professional
Series A, Ranges 1-30
Effective 7/1/90 - 6/30/91

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	21,214	22,049	22,926	23,678	24,534	25,286	26,121	26,998	27,937	28,919	1
		MO	1,768	1,837	1,911	1,973	2,045	2,107	2,177	2,250	2,328	2,410	
		HR	10.16	10.56	10.98	11.34	11.75	12.11	12.51	12.93	13.38	13.85	
A	2	YR	22,049	22,926	23,678	24,534	25,286	26,121	26,998	27,937	28,919	29,879	2
		MO	1,837	1,911	1,973	2,045	2,107	2,177	2,250	2,328	2,410	2,490	
		HR	10.56	10.98	11.34	11.75	12.11	12.51	12.93	13.38	13.85	14.31	
A	3	YR	22,926	23,678	24,534	25,286	26,121	26,998	27,937	28,919	29,879	30,944	3
		MO	1,911	1,973	2,045	2,107	2,177	2,250	2,328	2,410	2,490	2,579	
		HR	10.98	11.34	11.75	12.11	12.51	12.93	13.38	13.85	14.31	14.82	
A	4	YR	23,678	24,534	25,286	26,121	26,998	27,937	28,919	29,879	30,944	32,030	4
		MO	1,973	2,045	2,107	2,177	2,250	2,328	2,410	2,490	2,579	2,669	
		HR	11.34	11.75	12.11	12.51	12.93	13.38	13.85	14.31	14.82	15.34	
A	5	YR	24,534	25,286	26,121	26,998	27,937	28,919	29,879	30,944	32,030	33,137	5
		MO	2,045	2,107	2,177	2,250	2,328	2,410	2,490	2,579	2,669	2,761	
		HR	11.75	12.11	12.51	12.93	13.38	13.85	14.31	14.82	15.34	15.87	
A	6	YR	25,286	26,121	26,998	27,937	28,919	29,879	30,944	32,030	33,137	34,348	6
		MO	2,107	2,177	2,250	2,328	2,410	2,490	2,579	2,669	2,761	2,862	
		HR	12.11	12.51	12.93	13.38	13.85	14.31	14.82	15.34	15.87	16.45	
A	7	YR	26,121	26,998	27,937	28,919	29,879	30,944	32,030	33,137	34,348	35,621	7
		MO	2,177	2,250	2,328	2,410	2,490	2,579	2,669	2,761	2,862	2,968	
		HR	12.51	12.93	13.38	13.85	14.31	14.82	15.34	15.87	16.45	17.06	
A	8	YR	26,998	27,937	28,919	29,879	30,944	32,030	33,137	34,348	35,621	36,874	8
		MO	2,250	2,328	2,410	2,490	2,579	2,669	2,761	2,862	2,968	3,073	
		HR	12.93	13.38	13.85	14.31	14.82	15.34	15.87	16.45	17.06	17.66	
A	9	YR	27,937	28,919	29,879	30,944	32,030	33,137	34,348	35,621	36,874	38,190	9
		MO	2,328	2,410	2,490	2,579	2,669	2,761	2,862	2,968	3,073	3,182	
		HR	13.38	13.85	14.31	14.82	15.34	15.87	16.45	17.06	17.66	18.29	
A	10	YR	28,919	29,879	30,944	32,030	33,137	34,348	35,621	36,874	38,190	39,609	10
		MO	2,410	2,490	2,579	2,669	2,761	2,862	2,968	3,073	3,182	3,301	
		HR	13.85	14.31	14.82	15.34	15.87	16.45	17.06	17.66	18.29	18.97	
A	11	YR	29,879	30,944	32,030	33,137	34,348	35,621	36,874	38,190	39,609	41,029	11
		MO	2,490	2,579	2,669	2,761	2,862	2,968	3,073	3,182	3,301	3,419	
		HR	14.31	14.82	15.34	15.87	16.45	17.06	17.66	18.29	18.97	19.65	
A	12	YR	30,944	32,030	33,137	34,348	35,621	36,874	38,190	39,609	41,029	42,553	12
		MO	2,579	2,669	2,761	2,862	2,968	3,073	3,182	3,301	3,419	3,546	
		HR	14.82	15.34	15.87	16.45	17.06	17.66	18.29	18.97	19.65	20.38	
A	13	YR	32,030	33,137	34,348	35,621	36,874	38,190	39,609	41,029	42,553	44,099	13
		MO	2,669	2,761	2,862	2,968	3,073	3,182	3,301	3,419	3,546	3,675	
		HR	15.34	15.87	16.45	17.06	17.66	18.29	18.97	19.65	20.38	21.12	
A	14	YR	33,137	34,348	35,621	36,874	38,190	39,609	41,029	42,553	44,099	45,644	14
		MO	2,761	2,862	2,968	3,073	3,182	3,301	3,419	3,546	3,675	3,804	
		HR	15.87	16.45	17.06	17.66	18.29	18.97	19.65	20.38	21.12	21.86	
A	15	YR	34,348	35,621	36,874	38,190	39,609	41,029	42,553	44,099	45,644	47,460	15
		MO	2,862	2,968	3,073	3,182	3,301	3,419	3,546	3,675	3,804	3,955	
		HR	16.45	17.06	17.66	18.29	18.97	19.65	20.38	21.12	21.86	22.73	

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.)

Commissioner's Plan Grid 9 (Cont.)
 Commissioner's Plan Professional
 Series A, Ranges 1-30
 Effective 7/1/90 - 6/30/91

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	35,621	36,874	38,190	39,609	41,029	42,553	44,099	45,644	47,460	49,193	16
		MO	2,968	3,073	3,182	3,301	3,419	3,546	3,675	3,804	3,955	4,099	
		HR	17.06	17.66	18.29	18.97	19.65	20.38	21.12	21.86	22.73	23.56	
A	17	YR	36,874	38,190	39,609	41,029	42,553	44,099	45,644	47,460	49,193	50,989	17
		MO	3,073	3,182	3,301	3,419	3,546	3,675	3,804	3,955	4,099	4,249	
		HR	17.66	18.29	18.97	19.65	20.38	21.12	21.86	22.73	23.56	24.42	
A	18	YR	38,190	39,609	41,029	42,553	44,099	45,644	47,460	49,193	50,989	52,973	18
		MO	3,182	3,301	3,419	3,546	3,675	3,804	3,955	4,099	4,249	4,414	
		HR	18.29	18.97	19.65	20.38	21.12	21.86	22.73	23.56	24.42	25.37	
A	19	YR	39,609	41,029	42,553	44,099	45,644	47,460	49,193	50,989	52,973	54,810	19
		MO	3,301	3,419	3,546	3,675	3,804	3,955	4,099	4,249	4,414	4,568	
		HR	18.97	19.65	20.38	21.12	21.86	22.73	23.56	24.42	25.37	26.25	
A	20	YR	41,029	42,553	44,099	45,644	47,460	49,193	50,989	52,973	54,810	56,710	20
		MO	3,419	3,546	3,675	3,804	3,955	4,099	4,249	4,414	4,568	4,726	
		HR	19.65	20.38	21.12	21.86	22.73	23.56	24.42	25.37	26.25	27.16	
A	21	YR	42,553	44,099	45,644	47,460	49,193	50,989	52,973	54,810	56,710	58,756	21
		MO	3,546	3,675	3,804	3,955	4,099	4,249	4,414	4,568	4,726	4,896	
		HR	20.38	21.12	21.86	22.73	23.56	24.42	25.37	26.25	27.16	28.14	
A	22	YR	44,099	45,644	47,460	49,193	50,989	52,973	54,810	56,710	58,756	60,928	22
		MO	3,675	3,804	3,955	4,099	4,249	4,414	4,568	4,726	4,896	5,077	
		HR	21.12	21.86	22.73	23.56	24.42	25.37	26.25	27.16	28.14	29.18	
A	23	YR	45,644	47,460	49,193	50,989	52,973	54,810	56,710	58,756	60,928	63,078	23
		MO	3,804	3,955	4,099	4,249	4,414	4,568	4,726	4,896	5,077	5,257	
		HR	21.86	22.73	23.56	24.42	25.37	26.25	27.16	28.14	29.18	30.21	
A	24	YR	47,460	49,193	50,989	52,973	54,810	56,710	58,756	60,928	63,078	65,354	24
		MO	3,955	4,099	4,249	4,414	4,568	4,726	4,896	5,077	5,257	5,446	
		HR	22.73	23.56	24.42	25.37	26.25	27.16	28.14	29.18	30.21	31.30	
A	25	YR	49,193	50,989	52,973	54,810	56,710	58,756	60,928	63,078	65,354	67,693	25
		MO	4,099	4,249	4,414	4,568	4,726	4,896	5,077	5,257	5,446	5,641	
		HR	23.56	24.42	25.37	26.25	27.16	28.14	29.18	30.21	31.30	32.42	
A	26	YR	50,989	52,973	54,810	56,710	58,756	60,928	63,078	65,354	67,693	70,157	26
		MO	4,249	4,414	4,568	4,726	4,896	5,077	5,257	5,446	5,641	5,846	
		HR	24.42	25.37	26.25	27.16	28.14	29.18	30.21	31.30	32.42	33.60	
A	27	YR	52,973	54,810	56,710	58,756	60,928	63,078	65,354	67,693	70,157	72,725	27
		MO	4,414	4,568	4,726	4,896	5,077	5,257	5,446	5,641	5,846	6,060	
		HR	25.37	26.25	27.16	28.14	29.18	30.21	31.30	32.42	33.60	34.83	
A	28	YR	54,810	56,710	58,756	60,928	63,078	65,354	67,693	70,157	72,725		28
		MO	4,568	4,726	4,896	5,077	5,257	5,446	5,641	5,846	6,060		
		HR	26.25	27.16	28.14	29.18	30.21	31.30	32.42	33.60	34.83		
A	29	YR	56,710	58,756	60,928	63,078	65,354	67,693	70,157	72,725			29
		MO	4,726	4,896	5,077	5,257	5,446	5,641	5,846	6,060			
		HR	27.16	28.14	29.18	30.21	31.30	32.42	33.60	34.83			
A	30	YR	58,756	60,928	63,078	65,354	67,693	70,157	72,725				30
		MO	4,896	5,077	5,257	5,446	5,641	5,846	6,060				
		HR	28.14	29.18	30.21	31.30	32.42	33.60	34.83				

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 H (Cont.)

Commissioner's Plan Grid 10
 Commissioner's Plan Supervisory
 Series J, Ranges 1-29
 Effective 7/1/90 - 6/30/91

Comp Code		A	B	C	D	E	F	G	H	I	J	Range
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											
J	01	YR	19,544	20,003	20,567	21,089	21,632	22,258	22,905	23,532	24,304	01
		MO	1,629	1,667	1,714	1,757	1,803	1,855	1,909	1,961	2,025	
		HR	9.36	9.58	9.85	10.10	10.36	10.66	10.97	11.27	11.64	
J	02	YR	20,003	20,567	21,089	21,632	22,258	22,905	23,532	24,304	24,952	02
		MO	1,667	1,714	1,757	1,803	1,855	1,909	1,961	2,025	2,079	
		HR	9.58	9.85	10.10	10.36	10.66	10.97	11.27	11.64	11.95	
J	03	YR	20,567	21,089	21,632	22,258	22,905	23,532	24,304	24,952	25,724	03
		MO	1,714	1,757	1,803	1,855	1,909	1,961	2,025	2,079	2,144	
		HR	9.85	10.10	10.36	10.66	10.97	11.27	11.64	11.95	12.32	
J	04	YR	21,089	21,632	22,258	22,905	23,532	24,304	24,993	25,724	26,559	04
		MO	1,757	1,803	1,855	1,909	1,961	2,025	2,083	2,144	2,213	
		HR	10.10	10.36	10.66	10.97	11.27	11.64	11.97	12.32	12.72	
J	05	YR	21,632	22,258	22,905	23,532	24,304	25,035	25,787	26,664	27,353	05
		MO	1,803	1,855	1,909	1,961	2,025	2,086	2,149	2,222	2,279	
		HR	10.36	10.66	10.97	11.27	11.64	11.99	12.35	12.77	13.10	
J	06	YR	22,258	22,905	23,532	24,304	25,119	25,870	26,726	27,353	28,209	06
		MO	1,855	1,909	1,961	2,025	2,093	2,156	2,227	2,279	2,351	
		HR	10.66	10.97	11.27	11.64	12.03	12.39	12.80	13.10	13.51	
J	07	YR	22,905	23,532	24,304	25,181	25,912	26,810	27,624	28,209	29,086	07
		MO	1,909	1,961	2,025	2,098	2,159	2,234	2,302	2,351	2,424	
		HR	10.97	11.27	11.64	12.06	12.41	12.84	13.23	13.51	13.93	
J	08	YR	23,532	24,304	25,181	25,954	26,893	27,917	29,002	30,067	31,153	08
		MO	1,961	2,025	2,098	2,163	2,241	2,326	2,417	2,506	2,596	
		HR	11.27	11.64	12.06	12.43	12.88	13.37	13.89	14.40	14.92	
J	09	YR	24,304	25,181	25,954	26,893	27,917	29,002	30,067	31,153	32,364	09
		MO	2,025	2,098	2,163	2,241	2,326	2,417	2,506	2,596	2,697	
		HR	11.64	12.06	12.43	12.88	13.37	13.89	14.40	14.92	15.50	
J	10	YR	25,181	25,954	26,893	27,917	29,002	30,067	31,153	32,364	33,575	10
		MO	2,098	2,163	2,241	2,326	2,417	2,506	2,596	2,697	2,798	
		HR	12.06	12.43	12.88	13.37	13.89	14.40	14.92	15.50	16.08	
J	11	YR	25,954	26,893	27,917	29,002	30,067	31,153	32,364	33,575	34,786	11
		MO	2,163	2,241	2,326	2,417	2,506	2,596	2,697	2,798	2,899	
		HR	12.43	12.88	13.37	13.89	14.40	14.92	15.50	16.08	16.66	
J	12	YR	26,893	27,917	29,002	30,067	31,153	32,364	33,575	34,786	36,206	12
		MO	2,241	2,326	2,417	2,506	2,596	2,697	2,798	2,899	3,017	
		HR	12.88	13.37	13.89	14.40	14.92	15.50	16.08	16.66	17.34	
J	13	YR	27,917	29,002	30,067	31,153	32,364	33,575	34,786	36,206	37,542	13
		MO	2,326	2,417	2,506	2,596	2,697	2,798	2,899	3,017	3,129	
		HR	13.37	13.89	14.40	14.92	15.50	16.08	16.66	17.34	17.98	
J	14	YR	29,002	30,067	31,153	32,364	33,575	34,786	36,206	37,542	38,941	14
		MO	2,417	2,506	2,596	2,697	2,798	2,899	3,017	3,129	3,245	
		HR	13.89	14.40	14.92	15.50	16.08	16.66	17.34	17.98	18.65	
J	15	YR	30,067	31,153	32,364	33,575	34,786	36,206	37,542	38,941	40,403	15
		MO	2,506	2,596	2,697	2,798	2,899	3,017	3,129	3,245	3,367	
		HR	14.40	14.92	15.50	16.08	16.66	17.34	17.98	18.65	19.35	

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.)

Commissioner's Plan Grid 10 (Cont.)

Commissioner's Plan Supervisory

Series J, Ranges 1-29

Effective 7/1/90 - 6/30/91

Comp Code			A	B	C	D	E	F	G	H	I	J	Range
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												
J	16	YR	31,153	32,364	33,575	34,786	36,206	37,542	38,941	40,403	41,948	43,556	16
		MO	2,596	2,697	2,798	2,899	3,017	3,129	3,245	3,367	3,496	3,630	
		HR	14.92	15.50	16.08	16.66	17.34	17.98	18.65	19.35	20.09	20.86	
J	17	YR	32,364	33,575	34,786	36,206	37,542	38,941	40,403	41,948	43,556	45,184	17
		MO	2,697	2,798	2,899	3,017	3,129	3,245	3,367	3,496	3,630	3,765	
		HR	15.50	16.08	16.66	17.34	17.98	18.65	19.35	20.09	20.86	21.64	
J	18	YR	33,575	34,786	36,206	37,542	38,941	40,403	41,948	43,556	45,184	46,855	18
		MO	2,798	2,899	3,017	3,129	3,245	3,367	3,496	3,630	3,765	3,905	
		HR	16.08	16.66	17.34	17.98	18.65	19.35	20.09	20.86	21.64	22.44	
J	19	YR	34,786	36,206	37,542	38,941	40,403	41,948	43,556	45,184	46,855	48,650	19
		MO	2,899	3,017	3,129	3,245	3,367	3,496	3,630	3,765	3,905	4,054	
		HR	16.66	17.34	17.98	18.65	19.35	20.09	20.86	21.64	22.44	23.30	
J	20	YR	36,206	37,542	38,941	40,403	41,948	43,556	45,184	46,855	48,650	50,342	20
		MO	3,017	3,129	3,245	3,367	3,496	3,630	3,765	3,905	4,054	4,195	
		HR	17.34	17.98	18.65	19.35	20.09	20.86	21.64	22.44	23.30	24.11	
J	21	YR	37,542	38,941	40,403	41,948	43,556	45,184	46,855	48,650	50,342	52,179	21
		MO	3,129	3,245	3,367	3,496	3,630	3,765	3,905	4,054	4,195	4,348	
		HR	17.98	18.65	19.35	20.09	20.86	21.64	22.44	23.30	24.11	24.99	
J	22	YR	38,941	40,403	41,948	43,556	45,184	46,855	48,650	50,342	52,179	54,037	22
		MO	3,245	3,367	3,496	3,630	3,765	3,905	4,054	4,195	4,348	4,503	
		HR	18.65	19.35	20.09	20.86	21.64	22.44	23.30	24.11	24.99	25.88	
J	23	YR	40,403	41,948	43,556	45,184	46,855	48,650	50,342	52,179	54,037	56,042	23
		MO	3,367	3,496	3,630	3,765	3,905	4,054	4,195	4,348	4,503	4,670	
		HR	19.35	20.09	20.86	21.64	22.44	23.30	24.11	24.99	25.88	26.84	
J	24	YR	41,948	43,556	45,184	46,855	48,650	50,342	52,179	54,037	56,042	57,984	24
		MO	3,496	3,630	3,765	3,905	4,054	4,195	4,348	4,503	4,670	4,832	
		HR	20.09	20.86	21.64	22.44	23.30	24.11	24.99	25.88	26.84	27.77	
J	25	YR	43,556	45,184	46,855	48,650	50,342	52,179	54,037	56,042	57,984	60,093	25
		MO	3,630	3,765	3,905	4,054	4,195	4,348	4,503	4,670	4,832	5,008	
		HR	20.86	21.64	22.44	23.30	24.11	24.99	25.88	26.84	27.77	28.78	
J	26	YR	45,184	46,855	48,650	50,342	52,179	54,037	56,042	57,984	60,093	62,264	26
		MO	3,765	3,905	4,054	4,195	4,348	4,503	4,670	4,832	5,008	5,189	
		HR	21.64	22.44	23.30	24.11	24.99	25.88	26.84	27.77	28.78	29.82	
J	27	YR	46,855	48,650	50,342	52,179	54,037	56,042	57,984	60,093	62,264	64,519	27
		MO	3,905	4,054	4,195	4,348	4,503	4,670	4,832	5,008	5,189	5,377	
		HR	22.44	23.30	24.11	24.99	25.88	26.84	27.77	28.78	29.82	30.90	
J	28	YR	48,650	50,342	52,179	54,037	56,042	57,984	60,093	62,264	64,519	66,879	28
		MO	4,054	4,195	4,348	4,503	4,670	4,832	5,008	5,189	5,377	5,573	
		HR	23.30	24.11	24.99	25.88	26.84	27.77	28.78	29.82	30.90	32.03	
J	29	YR	50,342	52,179	54,037	56,042	57,984	60,093	62,264	64,519	66,879		29
		MO	4,195	4,348	4,503	4,670	4,832	5,008	5,189	5,377	5,573		
		HR	24.11	24.99	25.88	26.84	27.77	28.78	29.82	30.90	32.03		

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.)

Commissioner's Plan Grid 11
 Units 217, 219 and 221 Commissioner's Plan Nurses
 Series G, Ranges 1-3
 Effective 7/1/90 - 6/30/91

<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>		<u>Effective</u> 7/1/90 - 6/30/91	
				<u>Minimum</u>	<u>Maximum</u>
Registered Nurse Senior	G	3J	YR	29,128	39,526
			MO	2,427	3,294
			HR	13.95	18.93
Registered Nurse	G	1J	YR	26,538	35,225
			MO	2,212	2,935
			HR	12.71	16.87

APPENDIX H (Cont.)

Commissioner's Plan Grid 12
 Unit 213 Commissioner's Plan Health Treatment Professionals
 Series G, Ranges 75-90
 Effective 7/1/90 - 6/30/91

Class Code	Class Title	Series	Comp Code		Effective 7/1/90 - 6/30/91	
					Minimum	Maximum
000142	BUYER PHARMACIST	G	78I	YR	34,243	45,518
				MO	2,854	3,793
				HR	16.40	21.80
000159	CHIEF OF SERVICE	G	86F	YR	52,785	62,870
				MO	4,399	5,239
				HR	25.28	30.11
002883	CHIROPRACTOR	G	90I	YR	36,770	48,755
				MO	3,064	4,063
				HR	17.61	23.35
000822	DENTAL HEALTH PROGRAM DIRECTOR	G	86I	YR	52,785	69,990
				MO	4,399	5,832
				HR	25.28	33.52
000228	DENTIST	G	83J	YR	45,122	61,847
				MO	3,760	5,154
				HR	21.61	29.62
000367	PHARMACIST	G	75I	YR	30,882	41,614
				MO	2,573	3,468
				HR	14.79	19.93
002040	PHARMACIST CLINICIAN	G	81I	YR	39,505	52,785
				MO	3,292	4,399
				HR	18.92	25.28
001883	PHARMACIST SENIOR	G	79I	YR	34,452	46,437
				MO	2,871	3,870
				HR	16.50	22.24
001677	PHARMACY CONSULTANT	G	80I	YR	38,085	50,801
				MO	3,174	4,233
				HR	18.24	24.33
001347	PHARMACY SURVEYOR	G	79I	YR	34,452	46,437
				MO	2,871	3,870
				HR	16.50	22.24
000509	PHYSICIAN	G	76I	YR	31,884	42,407
				MO	2,657	3,534
				HR	15.27	20.31
000573	PUBLIC HEALTH PHYSICIAN 1	G	82H	YR	43,973	56,564
				MO	3,664	4,714
				HR	21.06	27.09
000692	STAFF PHYSICIAN	G	82H	YR	43,973	56,564
				MO	3,664	4,714
				HR	21.06	27.09
000664	STAFF PHYSICIAN SENIOR	G	85F	YR	50,801	60,761
				MO	4,233	5,063
				HR	24.33	29.10
000751	VETERINARIAN	G	90I	YR	36,770	48,755
				MO	3,064	4,063
				HR	17.61	23.35

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.

Notice Requirements

Intent to discharge, suspend, or demote.

Written notice of intent to take disciplinary action including reasons for intended action.

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

The Dispute Resolution Procedures in Chapter 13 of the Commissioner's Plan do not apply; however, within five (5) work days, the Chief shall set a date for an informal meeting with the supervisor, unless waived by mutual agreement of both parties, to discuss the potential charges and intended disciplinary action. Any agreement to resolve the matter at this point shall be in writing and signed by both parties.

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.

APPENDIX J

DEPARTMENT OF HUMAN SERVICES/CONFIDENTIAL EMPLOYEES

No Layoff Provision

INTRODUCTION

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

EMPLOYEE MITIGATION TO LAYOFF SECTION:

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

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

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

JOB AND RE-TRAINING OPPORTUNITIES:

- 1.1 A position of comparable duties and same pay within the same employment condition and within the same Regional Center.
- 1.2 A position in a state-operated community based residential or day habilitation services or a position in the technical support group for those services. Such positions could be of comparable duties and same pay and within the same employment condition. Relocation expenses will be paid by the Department of Human Services.
- 1.3 A position which the parties agree can best be filled by upgrading existing staff and for which the Department of Human Services agrees to pay the cost of necessary training or certification.
- 1.4 Up to 160 hours training necessary to qualify for a comparable job (i.e., no reduction in pay) and the subsequent offer of that job within the same or another Regional Treatment Center or state nursing home. Relocation expenses will be paid by the Department of Human Services.
- 1.5 A position of comparable duties and same pay, within the same employment condition, at another state agency within a reasonable commuting distance.
- 1.6 A position of comparable duties and same pay, within the same employment condition at another state agency or Regional Treatment Center. Relocation expenses will be paid by the Department of Human Services.
- 1.7 A position at any state agency pursuant to the activation of M.S. 246.60 by the Commissioner of Employee Relations and Administration. Relocation expenses will be paid by the Department of Human Services.

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

ENHANCED SEPARATION PACKAGE:

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

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

NORMAL SEPARATION PACKAGE:

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

APPENDIX K

STATUTORY APPEAL PROCEDURE FOR DISCHARGE, SUSPENSION, DEMOTION OR REDUCTION IN PAY

M.S. 43A.33 GRIEVANCES.

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

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

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

(1) Conduct which constitutes abuse under policies or procedures adopted by state hospitals or state nursing homes; or

(2) Any act which constitutes a violation under sections 609.221 to 609.235, 609.322, 609.342, 609.343, 609.344, or 609.345; or

(3) The intentional and nontherapeutic infliction of physical pain or injury, or any persistent course of conduct intended to produce mental or emotional distress.

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

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

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

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

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

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

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

APPENDIX L

TUITION WAIVER FOR COMMUNITY COLLEGE EMPLOYEES COVERED BY THE COMMISSIONER'S PLAN

Confidential employees who are employed at least three-fourths time and who have completed three (3) consecutive years of service in the Community College System shall be entitled to enroll, on a space available basis, in courses at any college in the System without payment of tuition and fees (except laboratory and special course fees). Such enrollment shall not exceed eight (8) credits per academic quarter or summer session, nor a total of twenty-four (24) credits per year. To the extent that the employee does not exercise this right, the employee's spouse or dependents shall be eligible to take credits, within the limits above with waiver of tuition only.

APPENDIX M

TUITION WAIVER FOR EMPLOYEES OF THE STATE UNIVERSITY SYSTEM

Full-time unlimited and seasonal, and part-time unlimited and seasonal confidential employees who have completed three (3) consecutive years of service in the State University System shall be entitled to enroll, on a space available basis, in courses at any university in the System without payment of tuition and fees (except laboratory and special course fees). Such enrollment shall not exceed twenty-four (24) credits for a year, running from summer session through spring quarter. The employee's spouse and/or dependent children may share this right within the limit established above with waiver of tuition only.