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MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES

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1975 Annual Report



1975 *Annual Report*

MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES

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STATE OF MINNESOTA

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STATE OF TEXAS
COMPTROLLER GENERAL

Highlights Of 1975

Employment Services

New Jobseekers Registered	232,899
Counseling Interviews	12,431
Jobseekers Tested	18,856
Nonfarm Job Openings Received	130,344
Total Job Openings Filled	89,699
Nonfarm Placements	78,772
Disadvantaged	9,082
Veterans	15,492
Farm Placement ;	10,927
Nonfarm Employers Served	24,059
Nonfarm Employers Visited	28,395

Unemployment Compensation

Weeks Compensated	2,630,365
Amount Paid	\$180,237,890
Unemployment Compensation Fund	
Balance December 31, 1975	\$12,303,405
Balance December 31, 1974	\$75,063,050



Declaration Of Public Policy

As a guide to the interpretation and application of sections 268.03 to 268.24, the public policy of this state is declared to be as follows: Economic insecurity due to unemployment is a serious menace to the health, morals, and welfare of the people of this state. Involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the legislature to prevent its spread and to lighten its burdens. This can be provided by encouraging employers to provide more stable employment and by the systematic accumulation of funds during periods of employment to provide benefits for periods of unemployment, thus maintaining purchasing power and limiting the serious social consequences of poor relief assistance. The legislature, therefore, declares that in its considered judgment the public good and the general welfare of the citizens of this state will be promoted by providing, under the police powers of the state for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own.—*Minnesota Employment Services Law*

Wendell R. Anderson, *Governor*

Emmet J. Cushing
Commissioner

Barbara S. Beerhalter
Assistant Commissioner
Unemployment Insurance

D. M. Buckner
Assistant Commissioner
Employment Service

R. E. O'Neal
Assistant Commissioner
Administrative Services



MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES

The Minnesota Department of Employment Services (MDES) administers the state laws relating to unemployment compensation and operates a statewide, no-fee employment service. The Department is unique among the state departments in that its activities are financed from federal funds.

The Department is directed by a Commissioner appointed by the Governor with the advice and consent of the Senate for a four-year term coinciding with the term of the Governor. Serving directly under the Commissioner are three Assistant Commissioners who head the State Employment Service, Unemployment Insurance and Administrative Services divisions.

Offering a wide array of services leading to job placement has become a primary goal, leading to a broader fulfillment of the Department's func-

tion of matching qualified applicants with available jobs.

As a participant in federal programs administered by the Employment and Training Administration, the Department provides special services for the mentally and physically handicapped, minority group members, veterans and persons on welfare and a variety of programs to bring the chronically unemployed into the labor market.

Under the Comprehensive Employment and Training Act of 1973 (CETA), the Department has contracted with seven prime sponsors and the Governor's Manpower Office to deliver selected manpower services.

The Department also provides employment counseling and testing to job-seekers and technical assistance to employers, collects statistics relating

to the labor market and publishes data on employment trends.

Unemployment insurance is concerned with the payment of unemployment compensation benefits to eligible persons who become unemployed. Funds to make these payments are accumulated through a tax on the employers.

The Department serves both the worker and the employer. A network of 35 full-functioning offices, offering both employment service and unemployment insurance, and 35 satellite, reservation or suboffices, located in areas of special need, provide the largest single resource for matching jobs and workers in the state.

Department services are provided to an increasing number of small communities. Job services are provided in 10 Indian reservations, three of them with full-time offices.

Advisory Council

Members of the Employment Services Advisory Council are appointed by the Commissioner to represent employers, employees and the public. The Council meets with the Commissioner and his staff to study proposals to amend the Minnesota Employment Services Law and to make recommendations to the Commissioner as to the administration of the Department.

Representing The Public

Dr. George Seltzer, Minneapolis
College of Business Administration
University of Minnesota
(Advisory Council Chairman)

Dr. Herbert G. Heneman, Minneapolis
Industrial Relations Department
University of Minnesota

Mrs. Sue Rockne, Zumbrota

Dr. John Turnbull, Minneapolis
Economics Department
University of Minnesota

Mrs. Nellie Stone Johnson, Minneapolis

Representing Labor

Mr. David Roe, St. Paul
President
Minnesota AFL-CIO

Mr. Leonard C. Bienias, Minneapolis
Business Representative
Minneapolis Building Trade

Mr. Lawrence Caven, Duluth
Business Manager
Electrical Workers Union Number 31

Mr. Neil Sherburne, St. Paul
Secretary-Treasurer
Minnesota AFL-CIO

Mr. Otto (Bud) Kraemer, Minneapolis
Editor, Minnesota Teamster

Representing Employers

Mr. Lawrence Binger, St. Paul
St. Paul Chamber of Commerce

Mr. Charles E. Brown, Minneapolis
Vice President, Employee Relations
Honeywell, Inc.

Mr. Harry D. Peterson, St. Paul
Director of Employment Relations
Minnesota Association of Commerce and Industry

Mr. Roger G. Wheeler, Minneapolis
Vice President, Corporate Personnel Services
Control Data Corporation

Mr. John B. Kline, LeSueur
Manager, Personnel Analysis and Services
Green Giant Corporation

Affirmative Action Policy

The Minnesota Department of Employment Services, in all employment and employee relations and practices within the Department, shall conform to and promote Equal Opportunity. The adoption of this document reaffirms its established policy of non-discrimination in employment and the establishment and maintenance of a progressive affirmative action program.

The Department fully supports the nondiscriminatory provisions of all state and federal laws, rules, and regulations. This includes, but is not limited to, the Civil Rights Act of 1964 as amended, the Minnesota Human Rights Act, the Governor's Executive Order No. 76, as amended, the State of Minnesota Affirmative Action Policy, the Governor's Code of Fair Practices and the Federal Age Discrimination in Employment Act of 1967. It also applies to its own personnel actions all nondiscriminatory policies of the U. S. Department of Labor.

It is the policy of the Department to assure that applicants are employed and that employees are treated equally during their employment without regard to race, creed, religion, color,

national origin, age, sex, disability, public assistance or marital status. Pertinent areas shall include recruitment, selection, appointment, advancement, transfer, layoffs or downgrading, compensation, selection for training, benefits, return from layoff, equality of wages or any other personnel action within the Department.

Any Department employees whose responsibility involves any personnel transactions shall, in exercising such responsibility, consider only the availability and qualifications of the individuals involved.

All employees shall conduct themselves in accordance with the full provisions of this policy in all day-to-day relationships with their fellow employees and shall not, by word or action, deprecate another or interfere with the performance of job assignments because of race, creed, religion, color, national origin, sex, age, disability, public assistance or marital status.

The Department further recognizes that the effective application of a policy of equal opportunity in employment involves more than a policy

statement. It will, therefore, undertake a progressive program of affirmative action to assure that equal employment opportunities are provided on the basis of individual qualifications and to encourage all persons to seek employment with the Department and to strive for advancement on this basis.

All levels of management are responsible for the implementation of the policy in their respective areas. Regular reviews of the Affirmative Action Plan and the Department's advancement in this area will be conducted by the Equal Opportunity Council and Equal Opportunity Officer appointed by the Commissioner.

This policy is published as a permanent part of the appropriate personnel and administrative manuals maintained in all offices and sections of the Department for implementation. Copies will be distributed to all employees following adoption and integrated into all orientation and appropriate specialized training afforded new employees. The subject of equal employment opportunity will be discussed at appropriate management meetings and periodically published in official Department publications.

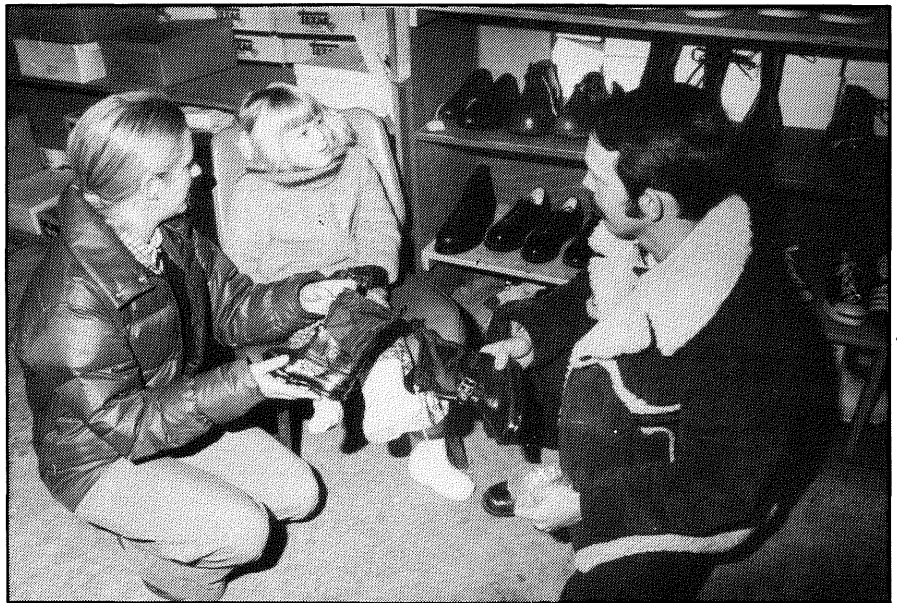
Jobless Activities Set Records

For the Minnesota Department of Employment Services, 1975 may well be remembered as the year of the big pay-out. The high level of unemployment coupled with a sharp decline in general economic conditions caught economic forecasters by surprise.

The number of initial claims filed (292,522) and the amount of regular benefits paid (\$180,237,890) exceeded the figures for any other year in the Department's history.

In response to the emergency, Congress enacted legislation in December 1974 and in March 1975 which increased the maximum number of weeks claimants can collect benefits. As of December 31, 1975, all of these extension programs were still in effect nationwide, although Federal Supplementary Benefits were to trigger off soon after the first of the year.

The extraordinary economic conditions of the past year demonstrated the importance of unemployment insurance (UI) for the social and economic health of Minnesota and the nation. Benefits paid to unemployed workers help them maintain their purchasing power. Unemployment insurance dollars return to the economy through mortgage or rent payments, the purchase of food, clothing and other necessities, and subsidize the



Unemployment insurance dollars return directly to the economy through the purchase of food and other necessities.

unemployed worker's jobsearch or help finance a return to work.

Unemployment insurance is a workers' program, not a welfare program. It is a form of insurance, like Social Security, for which "premiums" are paid by the employer in advance of claims. Through UI, a jobless worker can collect whether or not there is another income in the household. Both secondary and primary wage earners are regarded as essential to the nation's work force and to the economic and

social well-being of the family and of the community.

Unemployment benefits are paid to persons who have worked for a substantial period of time and who are out of work through no fault of their own. The amount an unemployed worker can collect is based on past earnings, not on a need formula. Only those who are able to work, available for work and actively seeking work are eligible.

Unemployment Insurance protects both employees *and* employers. When an employer is forced to lay off workers temporarily, unemployment insurance enables the workers to ride out the lay off without giving up job rights, having to look for other full-time work or displacing less-skilled workers. Then when business picks up, the employer has trained, experienced workers back on the job.

In the case of employees who are laid off permanently or for an extended period, unemployment benefits allow time to look for equal or better jobs. This protects the social and economic welfare of families and the community. Unemployment insurance not



only keeps dollars flowing into the economy, but prevents sharp drops in average wage levels and protects community living standards.

Automation

The Minnesota Department of Employment Services devoted more than a year to the design of an automated, centralized system of paying benefits to unemployed workers.

The Centralized Benefit Payment System was designed to replace the manual method of processing unemployment insurance payments. When the system is completed, the tedious and repetitious tasks of manually posting weekly and bi-weekly transactions on individual claim records and hand-processing and mailing checks and reports will be minimized. Area office personnel will have time for more thorough administration of the unemployment insurance program, for more careful reviews of claimants' unemployed status, job readiness and

Unemployment insurance benefits help persons out of work maintain their purchasing power (left). A computer tape containing updated unemployment insurance claim information from area offices is entered into the centralized benefit payment system (below).

eligibility to receive benefits, and for expanded employment assistance.

On December 1, 1974, the pilot phase of the Centralized Benefit Payment System began in the Bloomington office. Some delays in the payment of benefits occurred due to system breakdowns but the public was generally tolerant. The new system was completely operational in the Bloomington office by April 1975.

A specially-trained team of nine professional and four clerical staff assisted area offices in implementing the Centralized Benefit Payment System and trained them in the new procedures. The team's first assignment was to convert the Mankato area office to the centralized system. Though difficulties did arise, the conversion went far more smoothly here than it had in Bloomington. The Duluth area office was the final test office. Again, all team members assisted in the implementation process. Duluth also served as a training site for personnel from five other area offices.

After Duluth, implementation began in other area offices. Generally, one or two implementation team members were assigned to an office for three weeks. During the three weeks all active unemployment insurance claims were converted to the centralized system and office personnel were trained in the new procedures. An average of five area offices completed implementation during each three-week period. By December 1975, the system had been installed in all UI area offices. As of December 31, 71 percent of all active claims were functioning on the automated system statewide.

Benefit Claims

During 1975, a total of 217,874 persons filed new claims for unemployment insurance. In addition, because of the unusually high unemployment



rate, three extended benefit programs went into effect this year which increased the potential life of a claim from 26 weeks to 65 weeks. Persons receiving payments under the extended benefits programs totaled 72,909.

In January 1975, the Minnesota Legislature passed a special act enabling the early payment of extended benefits based on the national unemployment rate. Because the national unemployment level exceeded four percent in October, November and December of 1974, an extended benefits period went into effect on January 26, 1975, thereby extending the duration of a claim by 50 percent. The Emergency Jobs and Unemployment Assistance Act, signed by the President on December 31, 1974, made Federal Supplementary Benefits available to individuals exhausting their extended benefits. Federal Supplemental Benefits established a benefit equal to 100 percent of the regular maximum benefit amount. The combined regular, extended and federal supplemental benefits established benefits for a maximum of 65 weeks.

The emergency unemployment act of December 1974 also created the Special Unemployment Assistance program (SUA). During periods of high unemployment, SUA benefits are available to jobless individuals not covered under any other state or federal unemployment insurance law. The federally-financed program is designed to protect individuals, such as domestic or agricultural workers, whose previous employers are not subject to an unemployment tax. A national SUA period became effective on December 22, 1974. The period for filing initial claims for SUA will end December 31, 1976. The program ends March 31, 1977. In Minnesota, SUA benefits were paid to 7,334 persons during 1975.



Unemployment benefit information is keypunched and fed directly into the computer (above). Claims takers hand process continued unemployment insurance claims. With the implementation of the centralized benefit payment system, the amount of manual work needed to authorize weekly benefit claims was greatly reduced (right)

The most significant change in the UI program occurring this year was in the area of benefit payments, an operation now performed centrally for all area offices. It is anticipated that this system will provide faster and more convenient continued claim processing for eligible claimants during the coming year.

Interstate Benefits

Persons who had worked in Minnesota but moved to other states filed 16,976 unemployment claims against Minnesota in 1975, a 29 percent increase over 1974. A total of 212,977 weeks of unemployment were claimed. These numbers include those who filed under the Extended Benefit program and Federal Supplemental programs, which contributed to the increased workload.

During 1975, Interstate UI payments totaled \$10,674,221, an increase of 128 percent over 1974.

Extensive changes were made this year in the Interstate Unit to facilitate



processing of the increased workload and expedite payment to claimants. New positions were added and the nonmonetary and monetary determination processes were separated.

Training Payments

Through the Department, 2,800 persons received training and transportation allowances of \$2,777,629 in 1975 under the Comprehensive Employment and Training Act (CETA). Unemployment Compensation benefits of \$269,257 also were paid to eligible CETA trainees.

Training allowance and transportation payments to Work Incentive (WIN)

Disaster Aid Speeded

Because of heavy rains that began on June 28, 1975, four counties in northwestern Minnesota—Polk, Marshall, Kittson and Roseau—were declared a disaster area.

During July and August, the staff of the Thief River Falls area office processed approximately 2,500 disaster claims. Four additional unemployment compensation representatives were hired and specially trained to receive disaster assistance claimants in itinerant offices throughout the four-county area.

As a special service to the residents of the disaster area, claimants were given the option of calling in to schedule an appointment with the unemployment compensation representatives rather than waiting in line. This enabled claims to be filed with a minimum amount of inconvenience and loss of time.

registrants in 1975 totalled \$374,770 compared to \$210,217 in 1974. Approximately 500 WIN registrants are paid semi-monthly.

Payments made in 1975 under the Manpower Development and Training Act (MDTA) totalled \$42,832.90. MDTA ended in July 1975, although payment to individuals enrolled before July was permitted to continue through December 1975. In Minnesota, the last payment to MDTA enrollees was made August 1.

Disaster Assistance

Heavy rains and flooding that occurred between April 23 and July 21, 1975, caused 14 Minnesota counties to be declared major disaster areas.

The Disaster Relief Act of 1974 authorizes the President to provide assistance to persons unemployed as a result of a major disaster. Teams of Department personnel working out of area offices and Federal Disaster Assis-

tance Centers processed 4,320 applications including 2,141 filed by migrant workers, during July and August 1975.

The Department issued payments of \$867,191 during 1975 to self-employed farmers and businessmen, farm workers and migrant workers who became unemployed due to the disasters.

Tax Operations

To support unemployment compensation payments, the Department determines employer liability under the Minnesota Employment Services (MES) Law and collects the tax from employers to be credited to the Minnesota Unemployment Fund.

Most employers, including agricultural employers now covered by the Law, pay a regular quarterly contribution based on their employment and experience ratings. Experience ratings are assigned to employers who have been liable under the MES Law long enough to establish a measure of their experience with unemployment. The less the unemployment among an employer's workers, the lower the experience rating. Political subdivisions are required to reimburse the Trust Fund for the dollar amount of benefits paid to former employees. Nonprofit organizations have the option of paying regular quarterly contributions or of reimbursing the Trust Fund for the amount of benefits paid to former employees. Current total registration of liable employers includes approximately 73,000 employers in private industry and approximately 2,500 state and local government units.

Despite adverse economic conditions, the number of employers assigned contribution rates increased this year, numbering 69,386, as compared with 67,078 for 1974. Of these, 4,544 newly liable employers were assigned a

Heavy rains and flooding ruined crops in some areas of the state.
MINNEAPOLIS TRIBUNE



special rate of 1.9 percent for 1975, as provided for by the 1971 amendments. Of the remaining 64,842 employers assigned experience rates during 1975, 41,896 were assigned the lowest contribution rate, 0.9 percent; 22,946 were assigned rates from 1.0 percent to 5.0 percent and, of this number, 6,395 were assigned the highest experience rate of 5.0 percent.

A total of \$85,286,275 was received from contributions and interest earned during 1975. Because declining economic conditions led to an unusually high unemployment rate and far greater disbursements than were forecast, \$47,000,000 was borrowed from the federal government. This was the first time in the 39-year history of the unemployment program in Minnesota that the Department was forced to borrow to pay benefits. At least 14 other states borrowed funds in 1975, and a total of 30 states are expected to be in loan status by the end of 1976.

As of December 31, 1975, the total of the Unemployment Compensation Fund was \$12,303,405. This represents a decrease of \$62,759,645 (including the amount borrowed) from the \$75,063,050 balance of December 31, 1974. A net total of \$175,239,436 was paid out in unemployment insurance benefits during 1975, with an additional \$17,784, 889 paid out as the state's share of the extended benefit program.

One of the largest automated systems ever attempted by the Department, the Employer Tax System began operation June 10, 1975. Divided into five main components, which together eliminate a number of manual tasks, the system facilitates the handling of increasing workloads.

The Employer Control component contains information needed to regulate unemployment insurance activities. The master file contains a record of liability status and con-

Unemployment Compensation

	1975	1974	Change
Initial Claims	292,522	229,791	62,731
New	194,801	157,399	37,402
Additional	83,206	61,559	21,647
Interstate	14,515	10,833	3,682
Continued Claims	1,635,923	1,072,770	563,153
Interstate	69,843	42,522	27,321
Weeks Paid	2,630,365	1,624,632	1,005,733
Net Benefits Paid	\$180,237,890	\$105,548,677	\$74,689,213
Average Weekly Amount	\$68.52	\$64.97	\$3.55
First Payments	166,257	117,285	48,972
Benefit Exhaustees	70,261	39,688	30,573

1975 UCFE And UCX Activity

	UCFE Only	Joint UCFE-UC ¹	UCX Only
Initial Claims Filed	1,698		6,860
Weeks Paid	20,369	6,879	101,466
Amount Paid	\$1,428,677	\$128,892 ²	\$7,658,275
Average Weekly Amount	\$70.14	\$18.74 ²	\$75.48
First Payments	1,230	352	5,614
Benefit Exhaustees	585	167	2,411

1975 Extended Benefit And Supplementary Benefit Activity

	Extended Benefits	Federal Supplemental Benefits	Federal Supplemental Benefits-Extended	Special Unemployment Assistance
Initial Claims Filed	72,909	34,995	17,414	7,334
Weeks Paid	571,959	276,226	127,994	60,059
Amount Paid	\$37,422,380	\$17,296,371	\$7,808,024	\$3,479,189
Average Weekly Amount	\$63.68	\$62.62	\$61.00	\$57.93
First Payments	65,899	31,769	14,764	4,386
Benefit Exhaustees	38,080	18,796	8,477	1,469

¹Federal portion only.

²Federal funds only.

trols tax reports, tax payments, delinquent notices, tax rate, experience rates, federal certification and benefit claims and charges for all employers active and inactive covered under the Employment Services Law. The employer address file maintains a current listing of all employers' locations and operating names in order to match claimants with the proper employers.

The Tax Returns component processes all employers' quarterly tax returns; records taxes, interest and penalties due; and refunds any overpayment.

The Delinquent Control component notifies employers who fail to file their quarterly tax returns and estimates the amount due for unanswered notices that remain delinquent.

The Statistical Reports component uses information from Employer Control to produce listings and reports required by the federal government. Typical required information about an employer includes type of industry, location and level of ownership.

The Benefit Charging and Experience Rating component records all taxable wages paid by each employer for a 36-month period and matches them with all benefit payments chargeable to that employer during the same 36-month period in order to produce an experience ratio.

The "lock box" method of filing contribution (tax) returns was incorporated into the automated tax system. Employers mail their contribution reports together with the contribution (tax) due to a post office box. Contribution reports and payments are picked up by the bank and the payments are immediately deposited to the Minnesota Unemployment Compensation Fund. The contribution reports, along with a magnetic tape of the deposits, are delivered daily to the Department for further processing.

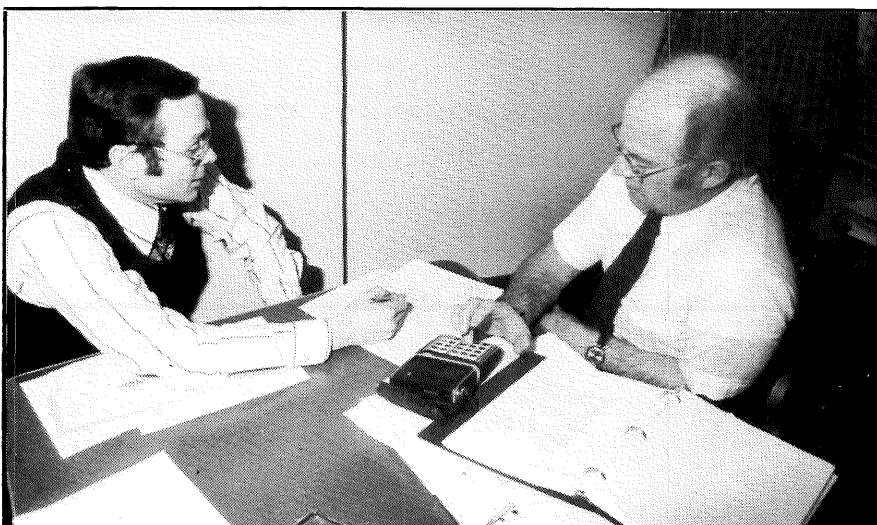
The Employer Tax System will continue to be improved and refined this year to achieve greater efficiency, to meet expected increases in workload and to incorporate new functions. It is hoped that the system will release tax personnel from repetitious tasks and

improve the quality of service to employers.

Field auditors located throughout the state help employers comply with the Minnesota Employment Services Law and periodically conduct on-site audits. Special emphasis has been placed on increasing auditing activities as well as improving auditor services to employers. To accomplish these objectives and to more equitably distribute the increasing workload, three new field auditor districts were established this year with headquarters in Fairmont, Fergus Falls and Willmar.

Department field auditors are now stationed in employment service offices in 15 cities. During 1975, the auditors collected \$963,992 from employers for deposit in the Minnesota Unemployment Compensation Fund and an additional \$31,984 for other state employment service agencies. Audits of 3,981 employers disclosed underpayments of \$487,953 and overpayments of \$16,969 for a net increase to the Minnesota Unemployment Compensation Fund of \$470,983.

Field auditors help employers comply with the state laws relating to unemployment insurance.



Eligibility

Unemployed persons who file benefit claims are scheduled to report to their area offices on a regular basis. Each time they report, their eligibility to receive unemployment compensation is reviewed. Areas of possible disqualification that might require investigation include: the reason a claimant left any job held during the year before filing; refusal to accept a job offer; failure to be available for and able to work or to actively seek work; or earnings during a week benefits are claimed.

During 1975, the Department investigated 108,100 job separation and work refusal issues resulting in 69,936 claim disqualifications. Investigations

of 72,821 cases of eligibility caused 47,394 denials of benefit payment or waiting week credit.

In October 1975, the Department began to design a procedure to decentralize the nonmonetary function. When this new procedure is implemented, personnel in the area offices will make the non-monetary decisions on job separation and work refusal issues formerly made at the State office. Because these issues are potentially disqualifying, a claimant cannot begin receiving benefits until a decision has been made. The new procedure should speed the decision-making process and expedite initial payments by eliminating the transmittal of information back and forth between the State and area offices.

Investigations

The Department carries on a continuous program to ensure that unemployment benefits are paid only to those individuals eligible to receive them.

The Investigation Unit administers the statewide benefit payment control program which is designed to provide maximum protection to the Unemployment Compensation Fund. The Investigation staff is involved in the prevention and detection of benefit overpayments. They maintain an accounting record of all benefit overpayments and initiate adjustments to employers' experience ratings when overpayments have occurred.

The Unit also handles problems relating to benefit check irregularities such as losses or forgeries.

The Department uses various methods to detect overpayments to claimants. When a former claimant files a new claim, an investigator checks new wage information against past benefit payment records to determine if dis-

crepancies exist. Department personnel investigate employers' protests as to benefits charged against them and check out accusations made by employers and individuals. Other detection methods include cross-matching of benefit payments with wage records, verification of the date a claimant returned to work and wages earned on the job.

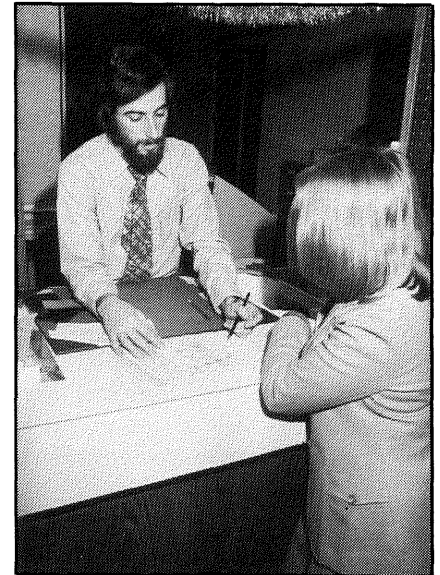
Fraud cases not handled in a criminal action are dealt with administratively with disqualification penalties being imposed on the claimants involved. The more flagrant cases of fraud are referred to the State Assistant Attorney General for his review. Criminal action is initiated in the courts on the cases that warrant prosecution.

During 1975, a number of benefit extension programs were introduced. This, along with unprecedented numbers of unemployment insurance recipients, has resulted in additional responsibilities and a vastly increased investigation workload. In addition, the new computerized benefit payment system contains an overpayment detection device which finds many discrepancies that escaped discovery in the old manual file system. Although this increases the investigation workload, it greatly improves the protection of the UC Fund.

In 1975, the Department uncovered 15,055 overpayments amounting to \$1,704,482. Of these, 1,182 cases were determined to be fraudulent and amounted to \$274,211. Most overpayment cases are found to be the result of unintentional errors or misunderstanding. During 1975, recoveries of overpayments amounted to \$1,357,010 in the form of cash refunds or a reduction in benefit payments as repayment.

Appeals

When claimants or employers are dissatisfied with rulings made by area



Department representatives help applicants file initial unemployment insurance claims.

offices or by the State office, they have the option of appealing the decisions. Appellate referees heard approximately 9,000 claimant and employer appeals in 1975, an increase of about 1,500 over 1974.

Most appeal hearings are conducted in the claimant's or employer's area by one of 12 referees. These hearings are quasi-judicial: the participants are not bound by strict rules of evidence and, in most cases, claimants and employers represent themselves. Recordings are kept of all hearings and verbatim transcripts are prepared for approximately 15 percent of referees' decisions which are appealed to the Commissioner of the Department. The Commissioner's decisions can, in turn, be appealed to the Minnesota Supreme Court.

Complex appeal hearings, especially those involving labor disputes or gross misconduct, are conducted by a three-member Tribunal rather than a single referee. A Tribunal consists of an Appeals Referee and two additional members of the community, neither of

Layoffs Trigger Action

What happens when a major employer announces a temporary shutdown that may idle over 1,200 employees for at least eight days?

In Duluth, Minnesota Department of Employment Services (MDES) area office staff, union officials and company representatives all cooperated in taking unemployment claims from the affected workers.

Five staff members from the Duluth office worked side-by-side with union and company people on a holiday and the day following to process over 700 unemployment insurance claims. (The Duluth office at that time normally processed about 200 new claims a week.)

The company provided a list with wage information on all the idled workers, thereby eliminating costly and time-consuming paperwork at the State MDES office. In short, all those involved worked hard to make sure that the employees who were not called back immediately when the mill reopened would receive their unemployment benefits promptly.

whom has any personal involvement in the case. One member of the Tribunal represents employers; the other employees.

During most of 1975, new appeals were filed at a rate of about 800 per month, as compared to about 650 per month in 1974. The Department was able to keep up with the increased workload, processing 52 percent of all appeals within 30 days, 70 percent within 45 days, and 86 percent within 60 days.

Economic predictions indicate that claims for unemployment benefits may increase in 1976. Since the number of appeals filed can be expected to rise slightly more than proportionately, performance standards will have to be maintained and, if possible, increased. One Appeal Chairman (Referee) is now permanently located outside the metropolitan area and at least one more is expected to be located outstate next year to expedite the handling of appeals throughout the state. New equipment has been added and the decisions of Appeals Tribunals anywhere in the state can now be dictated to the central office by telephone and transcribed the same day.

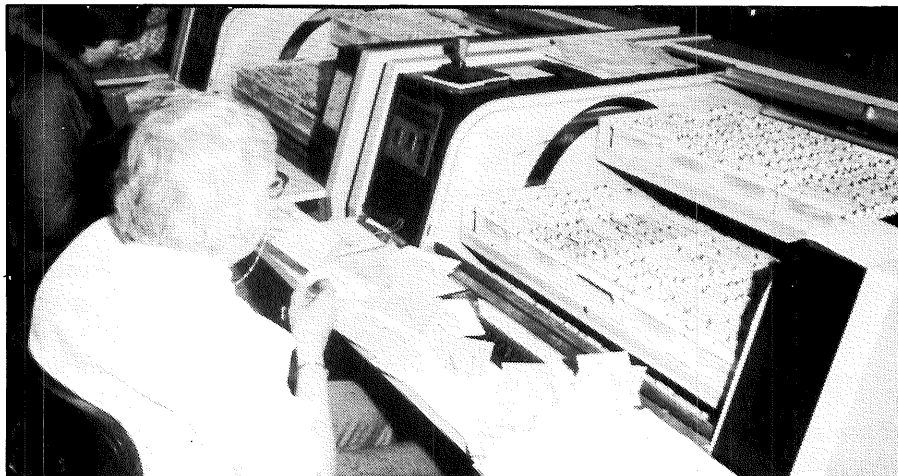
Legislative Changes

The 1975 Legislature made several significant changes in the Minnesota

Employment Services Law. A new formula was established for computing the amount of benefits a claimant can receive per week. Previously, the weekly benefit amount (WBA) was 50 percent of an individual's average weekly wages earned during the year prior to filing the claim, subject to the maximum weekly benefit amount. The WBA under the new formula is 60 percent of the first \$85 of the individual's average weekly wage, plus 40 percent of the next \$85, plus 50 percent of any wages in excess of \$170 a week.

A formula was created to increase the maximum weekly benefit amount a claimant can receive, up to a certain limit, without further legislative action. For claims filed after June 30, 1975, this limit is 62 percent of the average weekly wage of all workers in covered Minnesota employment during the previous calendar year, up to a limit of \$116. Based on this formula, the maximum benefit amount was raised from \$85 to \$105 per week, effective July 6, 1975.

Changes also were made regarding: payment of the waiting week when a claimant returns to work; deductions for holiday and vacation pay and for military pensions; the reduction in benefits for quitting without good cause; and the time limit for filing an appeal.



Extensive employer records are maintained. Account numbers help identify employers, aiding in the processing of unemployment insurance claims and the collection of employer taxes.

Job Placements Near 90,000

Despite record unemployment and the worst economic conditions in 35 years, the State Employment Service made 89,699 job placements in 1975.

Of the total job placements, 78,772 were non-agricultural placements and 10,927 were agricultural placements.

The number of new jobseekers registered with the State Employment Service reached a record level of 232,899 in 1975. Although the number of job applicants increased, federal budget cuts forced reductions in employment service staff. This hampered the placement process because fewer employment service staff had to spend more of their time registering and interviewing job applicants.

Matching job applicants with employer's job openings is the primary function of the State Employment Service.

The job matching process is augmented by the statewide computerized Job Bank and a computer-assisted, self-help system.

The Job Bank enables employers to list their job openings throughout the state by making a single telephone call to any State Employment Service office. It also provides job applicants with access to all job orders placed with the State Employment Service.



Employment service interviewers help job applicants find work. Throughout 1975, State Employment Service offices served a record number of jobseekers.

The self-help system makes it possible for jobseekers to review job openings listed with the State Employment Service. Microfiche viewers have been placed in convenient locations throughout the state, allowing jobseekers to see for themselves what jobs are available.

Employer Services

Employer Service Representatives made 28,395 personal visits to employers during 1975. In addition, area office placement staff made 17,107 employer telephone contacts.

In the Twin Cities Metropolitan Area, 14,100 personal employer visits were made along with 7,185 telephone contacts.

Through the Employer Service program, representatives informed employers of the various programs and services available through the Department and invited them to list their job openings with the State Employment Service.

Apprenticeship

Throughout 1975, Twin Cities Area Information Center (TCAIC) staff

worked closely with employers, union representatives and minority groups to provide the public with information, guidance and counseling concerning apprenticeship opportunities.

TCAIC staff served on the Minneapolis and St. Paul Urban Leagues' Labor Education Advancement program and worked closely with the Minnesota Department of Education Area Vocational Technical Institute network. In addition, presentations were made at junior and senior high school career and guidance seminars and the annual

"Career Expo" at the Minneapolis auditorium sponsored by the Chamber of Commerce, public schools and the Urban League.

In 1975, 329 persons expressed interest in apprenticeship programs by contacting the TCAIC. Of these, the center referred 242 to various apprenticeship programs.

Testing

Approximately 25,000 aptitude, clerical, achievement and interest tests were administered to jobseekers at Minnesota Department of Employment Services (MDES) offices during 1975.

In addition, high schools, vocational schools, Comprehensive Employment and Training Act (CETA) centers, Work Incentive Program (WIN) offices and various nonprofit organizations throughout the state used Department tests on their own premises.

The tests—developed by the U. S. Employment Service—are used in counseling and applicant selection.

A job applicant reviews job openings with the Department's computerized, self-help system (left). Each microfiche contains thousands of current job openings and is updated daily (below).

For the applicant, tests provide information on aptitudes, interests and education levels and can be used in counseling situations to help make career and/or training decisions.

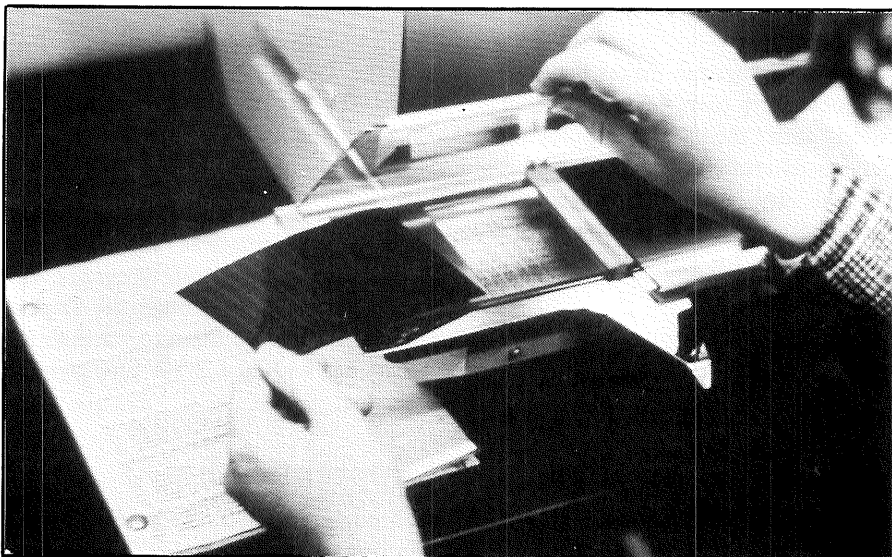
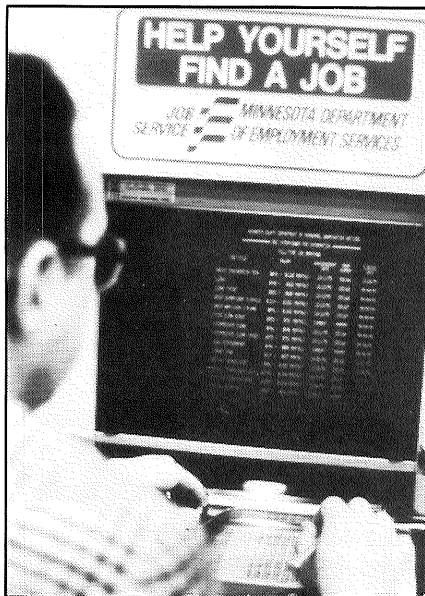
For the employer, tests provide additional information upon which to base decisions when considering applicants for jobs.

A new achievement test, the Basic Occupational Literacy Test (BOLT), was introduced to all MDES offices during 1975. The BOLT measures basic reading and arithmetic skills and is intended for use with educationally disadvantaged adults. Counselors and test technicians from all MDES area offices, WIN offices and CETA centers were trained by the Testing Unit in the use of the BOLT.

The Testing Unit works closely with private employers and other organizations throughout the state. During 1975, approximately 150 private employers and staff of non-profit organizations were contacted to secure their cooperation in various test research projects and to promote the use of USES tests in selecting qualified workers.

The MDES Testing Unit is one of 38 state units that conduct research to provide new and refined tests and test methodologies for counseling and selecting job applicants. During 1975, the Testing Unit participated in 57 different studies and approximately 550 persons were tested for research purposes. Emphasis was placed on studies dealing with occupations in the medical, printing and publishing, boilermaking, airline, meat packing and retail trade fields.

Most of the unit's efforts were concentrated on the revalidation of many of the 465 existing Specific Aptitude Test Batteries (SATB's). In order for the revalidation to be successful, employers throughout the nation were



asked to cooperate in the research so that workers from all geographic areas are represented in the occupational samples. Nothing of this magnitude in the field of testing had been attempted previously. During 1975, 11 batteries were revalidated on a nationwide level.

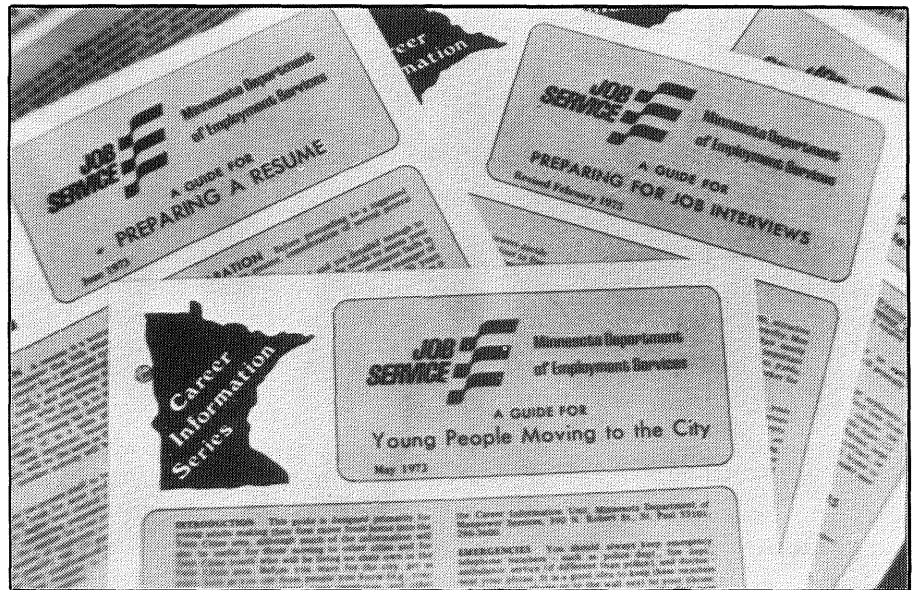
In addition to revalidation of SATB's, the unit worked on a variety of projects to develop new occupational assessment tools and to increase the information concerning Department tests and their use. These projects included: the validation of the BOLT in relation to a selected series of job tasks (done in cooperation with the American Institutes of Research); development of a brochure for use by area office personnel detailing guidelines for the use of Employment Service tests; and development of a brochure which provides information on the aptitudes measured by the General Aptitude Test Battery, the subtests that measure these aptitudes and the relevance of each aptitude to various occupations. In addition, the Testing Unit has taken on the responsibility of providing job analysis to employers.

Career Information

The Career Information Unit (CIU) provides Minnesota Department of Employment Services (MDES) staff and the public with information needed to assist individuals in obtaining suitable employment or training.

During 1975, the CIU received and answered over 500 requests for career information. Half the requests came directly from the public. The remainder came from MDES placement staff for use in assisting job applicants.

To facilitate the organization and retrieval of data, the CIU maintains a career information reference file at the MDES State office and helps area offices establish and maintain local reference files. In addition to occupational information, the reference files



Publications available through the Career Information Unit provide the public, especially young people, with information to help them obtain employment or training and to make career choices.

contain publications covering related topics such as: labor market information; legislation affecting employment; jobseekers with special needs (for example, youth, older workers, the handicapped and others); vocational education directories and school catalogs; apprenticeship programs; civil service opportunities; and career information bibliographies and directories.

Career Information Series guides published by the CIU are designed as handout material and cover a variety of topics. Career-related guides available to the public during 1975 were:

GED TESTING PROGRAM AND HIGH SCHOOL COMPLETION PROGRAM

JOB SEARCH AND PREPARING EMPLOYMENT LETTERS

LABOR UNIONS

MINNESOTA LICENSED OCCUPATIONS

OVERSEAS EMPLOYMENT

PREPARING A RESUME

SELECTING A PRIVATE VOCATIONAL SCHOOL

YOUNG PEOPLE MOVING TO THE CITY

New Industry Aided

Throughout 1975, the Duluth area office enjoyed an "ideal situation"—taking all job applications for a major employer.

For over a year, the Duluth office worked closely with executives of a large international manufacturing firm, referring management personnel and taking job applications for skilled workers as well as laborers. During 1975, the Duluth office placed applicants in several top positions, including personnel manager, plant engineer, purchasing agent, production control manager, tool designer and industrial relations manager.

The firm's advertisements in local newspapers directed job applicants to apply at the Duluth office. More than a thousand applications were taken for the city's newest industry which initially is expected to hire up to 300 persons.

Radio Aids Placement

A social worker with 13 years experience decided to return to the full-time labor market after two years of part-time work. In order to receive some guidance in exploring job alternatives, she registered with the St. Cloud area office and asked to take the General Aptitude Test Battery (GATB).

Two days after taking the GATB, the applicant came back to the office for a test interpretation and discussion of job possibilities. That same morning, her sister heard the State Employment Service job listings on a radio program. Included among the openings was a position for an experienced social

worker to serve as part of an inspection team for a state agency.

During the test interpretation interview, the applicant asked the Employment Counselor about the social worker position. The counselor was able to go to the Job Bank microfiche listings and immediately give the applicant more information about the job. The applicant was interested, and a telephone call was made to arrange an interview.

Less than two weeks later, the previously uncertain job seeker was successfully employed in a new position as a Senior Social Worker.

During 1975, the CIU played a major role in preparing a grant proposal for U. S. Department of Labor funding for a statewide occupational information system. Minnesota was one of eight states that received a grant, which will total approximately one million dollars over the next four years. The Minnesota Occupational Information System will aid young persons and adults in making career decisions by

providing current, accurate and locally relevant occupational information.

Counseling

During 1975, 139 counselors in 49 Employment Service, Work Incentive Program (WIN), Comprehensive Employment and Training Act (CETA) and Concentrated Employment Program (CEP) offices statewide provided vocational counseling to applicants.

Employment counselors help those new to the job market make career decisions.



The primary goal was to assist applicants to helping themselves to become more employable and to procure relevant, worthwhile and satisfying employment. To accomplish this, counselors assisted applicants in recognizing and assessing their strengths and abilities. Past experiences, physical and/or emotional difficulties and current skills are other important factors used in making wise decisions regarding vocational plans.

For persons needing additional assistance in becoming readily employable, referrals are made to appropriate supportive service agencies or to specialized Department programs. Counselees include veterans, handicapped persons, older people, youth, persons unemployed due to layoffs, persons in need of retraining and others who request assistance.

To ensure that applicants are given competent and complete service, counselors receive comprehensive counseling training soon after they are hired by the Department. Specialized assistance and training is also provided to Employment Service, WIN, CETA and CEP offices as well as to individual counselors on a regular basis and by request.

Alien Employment

Despite a declining job picture, the 308 alien employment certification requests processed in 1975 remained near the level of 1974 when a record number of cases was processed. Nearly 70 percent of the applications involves persons with professional or technical skills.

In accordance with provisions of the Immigration and Nationality Act, employers must meet several labor market tests administered by the Department before an alien worker may be admitted for employment or qualify for a sixth preference permanent resident visa. Applications are considered on the basis of the supply of U. S. workers in the occupation and compliance with prevailing wage standards.

WIN Helps Improve Employability

The Work Incentive Program (WIN) is a comprehensive manpower program that provides a variety of manpower services, as well as financial incentives, to employable members of families receiving Aid to Families with Dependent Children (AFDC).

Services provided by the Minnesota Department of Employment Services include: orientation to the world of work; counseling; testing; job seeking skills training; basic education; and short-term vocational skill training. Special emphasis is on job development, on-the-job training (OJT), Public Service Employment (PSE) and the immediate placement of qualified persons in full-time employment.

In line with WIN's primary emphasis of placing AFDC recipients into meaningful jobs, at least 37 percent of WIN's federally funded expenditures must be used for WIN OJT and PSE. Other WIN activities, except placement, have lower priorities.

WIN is a joint effort of the U.S. Departments of Labor and Health, Education and Welfare through the Minnesota Departments of Employment Services and Public Welfare. Its purpose is to encourage and enable AFDC recipients to leave welfare and to become self-sufficient, wage-earning members of society. The Department of Public Welfare, acting through the county welfare agencies, refers AFDC recipients to WIN for registration, employability development and placement services. Supportive services such as child care, medical care and other social services are arranged to enable the registrants to participate in and benefit from the manpower services provided by WIN.

During 1975, 53 of Minnesota's 87 counties were active in WIN. This made WIN services available to more

than 90 percent of Minnesota's AFDC caseload.

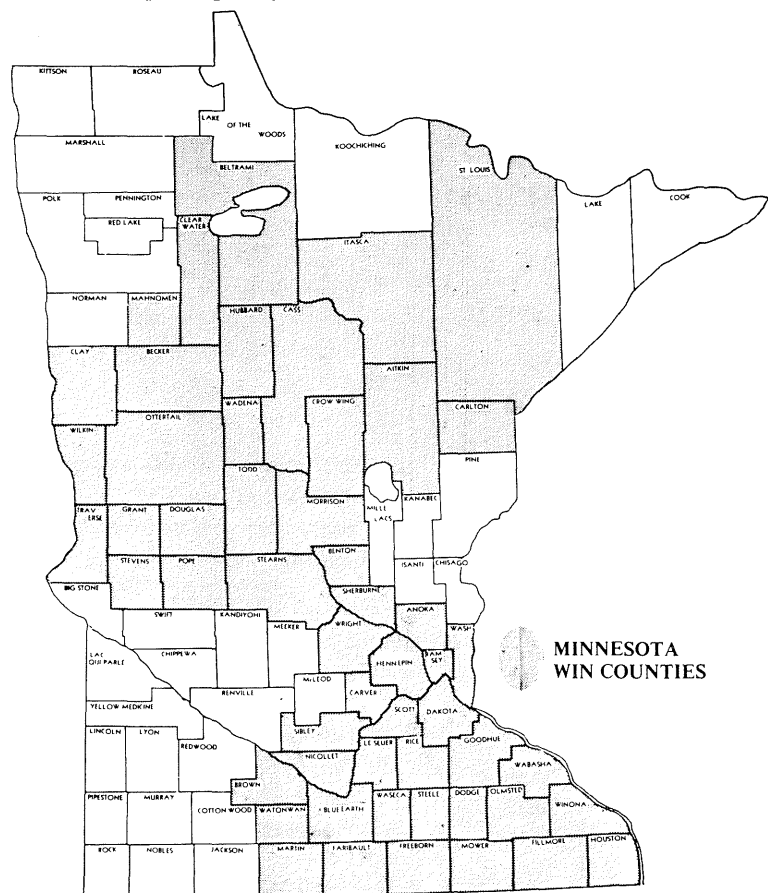
Of the 10,754 Minnesota AFDC recipients who registered with WIN during 1975, 3,561 obtained or were placed in employment in unsubsidized jobs, 509 were involved with PSE and 387 with OJT. Those who received basic education or vocational classroom training numbered 1,145. Of those receiving WIN services, 83 percent were women and 17 percent were men. Minority group members made up 15 percent of the participants and veterans were 7 percent of the total.

Of the WIN participants, 22 percent were volunteers for whom participation was not mandatory. The remainder were legally required to participate and could have had their AFDC grants reduced unless they could show good cause for not participating.

Significant WIN program changes during 1975 included the transfer of the responsibility for registration for WIN from the county welfare agencies to the Employment Service WIN staff and a requirement that all applicants for and recipients of AFDC be provided with labor market information and job referrals at the time of registration for WIN.

Other areas were not changed. For example, incentives for participation remain. WIN registrants are eligible for an income disregard which allows a working registrant more money than one who is not employed. The income disregard is calculated by means of a formula which reduces the grant of an employed registrant by a part of the wages earned, not on a dollar-for-dollar basis.

Another incentive is a combined expense and incentive payment based on



the registrant's level of participation in WIN authorized activity. This payment is designed to increase participation and to cover expenses incurred.

Employers also are offered incentives. Employers of WIN registrants are eligible for a tax credit of 20 percent of the wages paid to employees hired through WIN during their first year of employment. Employers meeting certain criteria also are eligible to hire an employee to receive on-the-job training. An on-the-job training contract between WIN and the employer requires the employer to teach the trainee a specific job. The employer then will be reimbursed at a rate based on the employee's wages during the training period to cover the extra costs of the training. The contracting employer is also eligible for the WIN tax credit.

On-the-job training also is an incentive for the WIN registrant. The registrant

is earning wages as well as learning a job and is eligible for the income disregard.

Food Stamp Program

The Food Stamp Program is a state-wide effort of the U. S. Department of Agriculture, the Minnesota Department of Employment Services (MDES), the Minnesota Department of Public Welfare and the county welfare departments. The role of MDES is to make its employment programs and services available to those food stamp recipients who are required to register for work as a condition of their eligibility for Food Stamps.

During 1975, MDES participated in an outreach program conducted by the Department of Public Welfare to encourage those who might be eligible for Food Stamps to apply. The pro-

gram consisted of radio, television and newspaper advertising, newspaper articles and a Food Stamp information hotline. Informational material was made available in MDES offices throughout the state.

As a result of MDES efforts to place those Food Stamp recipients who were registered for employment, 1,960 found work in 1975.

Along with the placement efforts, MDES has an additional responsibility. Food Stamp registrants who refuse employment or job referrals without good cause must be reported to the county welfare departments so that their continued eligibility for Food Stamps may be reexamined.

CETA

The Comprehensive Employment and Training Act of 1973 (CETA) provides federal funds to enable state and local jurisdictions to provide training and employment opportunities for disadvantaged, unemployed and underemployed individuals.

In 1975, eight prime sponsors were responsible for the planning, administration and delivery of CETA programs in Minnesota. Prime sponsors are either the state or local governmental units with a population of 100,000 or more.

Minnesota prime sponsors are: the Region III Ceta Consortium, a group of counties in northeastern Minnesota; Duluth; Rural Minnesota CEP, Inc., a group of counties in north central and northwestern Minnesota; the Minnesota Urban Comprehensive Employment and Training Consortium, including much of the Twin Cities area; Dakota County; St. Paul; Ramsey County (less St. Paul); and the Balance

Winning With WIN

The client was a 17-year-old female referred to the WIN program after she had dropped out of school. She had the ability to complete high school but not the desire or motivation.

She was enrolled in the WIN basic education program for six weeks but, again, ran short of motivation and decided to look for work.

Through work with her counselor, she was exposed to what the job market was for a young person without a high school education.

Gradually she became more interested in completing her education. She returned to school and is even considering training beyond high school.

An AFDC recipient with eight children was referred to WIN. Testing and counseling determined that her abilities and motivation were good but a 40-hour week seemed a problem with the size of her family.

Part-time work was arranged at a local hospital. The client was able to improve her skills and still care for her family.

Her supervisor at the hospital, impressed with her performance, decided to train her for office work. An on-the-job training contract was written. When her training ended, she became totally self-sufficient as a clerk typist at the hospital.

of State, under the Governor's Manpower Planning Office.

In 1975 the Department, through agreements negotiated with all Minnesota prime sponsors, delivered selected manpower services such as outreach, counseling, testing, referral to training, payment of training allowances and job placement for CETA program enrollees.

The Governor's Manpower Planning Office also designated the Department to act as Grant Agent for the Balance of State which includes 54 counties, primarily located in southern and northwestern Minnesota, for which the state acts as prime sponsor. As Grant Agent, the Department established and operated 12 Comprehensive Employment Training Centers and two sub-centers. During 1975, the Centers provided over 5,700 participants with vocational and on-the-job training, work experience, counseling and job placement.

As Grant Agent for the Governor's Manpower Planning Office, the Department also administered a CETA Summer Youth and a CETA In-School Program in the Balance of State through sub-contracts with selected Community Action Agencies. These programs were established to provide economically disadvantaged youth 14 to 21 with meaningful paid work experience.

The summer program provided 3,800 young persons with an average of 30 hours of work per week for up to 12 weeks. These jobs, which paid \$2.10 an hour, were with public and non-profit organizations.

The 1975 In-School program provided part-time work for approximately 2,800 youth who are enrolled in grades 12 or below. Students worked a minimum of 8 and a maximum of 15

hours per week, with a maximum of 400 hours per individual.

Public Service Jobs

As Grant Agent for the Governor's Prime Sponsorship area under the Comprehensive Employment and Training Act (CETA), the Department operates Public Service Employment (PSE) programs in 54 Minnesota counties.

During 1975, the Department negotiated 97 contracts with counties and selected cities, which in turn sub-contracted with municipalities and other eligible applicants to provide public service jobs.

Total funding was \$19,083,044 and 3,030 persons were hired. The types of jobs depended upon the needs of the communities. The general categories were: Law Enforcement, 9 percent; Education, 17 percent; Public Works and Transportation, 15 percent; Health and Hospitals, 10 percent; Environmental Quality, 9 percent; Fire Protection, 1 percent; Parks and Recreation, 10 percent; Social Services, 8 percent; and other types of employment, 21 percent.

The maximum annual income for a PSE job is \$10,000. The average income, however, is about \$5,500 per year plus fringe benefits.

Rural Manpower

For the Rural Manpower Services (RMS) section, the 1975 growing season seemed to be a replay of the problem-ridden summer of 1974.

With prices up and adequate soil moisture assured, farmers prepared to put a plow to every available piece of land. Spring came late, however, generally two weeks behind schedule. Minnesota had its first warm week in the middle of May, and seeding got underway at a terrific pace, except in the Red River

MARS Finds Workers

When Disaster Unemployment Assistance (DUA) checks sent to out-of-state migrant workers were returned because of incorrect addresses, the Unemployment Insurance Division turned to Rural Manpower Services for help. Since returned DUA checks are destroyed after a 60-day waiting period, locating the 41 recipients became urgent.

It was at this point that the fledgling Migrant Activities Reporting System (MARS) was used to search out correct addresses. Payment of the much-needed benefits, which would have been impossible without MARS, then was able to be made.

Valley where sugar beet seeding was delayed another two weeks. By the end of May, most seeding was done and the migrants were starting to thin beets.

Rains struck scattered areas of southern Minnesota in mid-June, and together with cool cloudy weather slowed the growth of asparagus around Owatonna. This limited the earnings of migrant workers snapping asparagus.

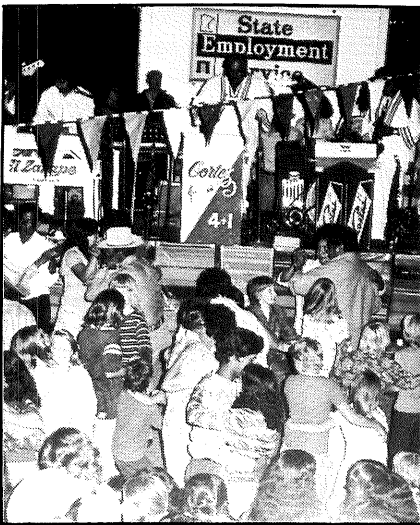
In late June heavy rains began in the Red River Valley and continued through early July. Nearly 35,000 acres of beets were drowned out in the Valley—about 22,000 acres around Moorhead.

As expected, the migrant workers were severely affected. Generally all were idle 10 to 14 days during the rains. Many were forced out of their housing and a number left the area because the fields were washed out.

The rain and work delay, however, resulted in abnormal weed growth.

Workers who stayed found more work than anticipated, frequently at higher wages.

The climate then made a full turn from floods to drought. By the end of July farmers in southern Minnesota were getting anxious about rain. Growing conditions had been perfect but moisture was needed to fill out the ears of field corn. Seed corn farmers also needed moisture for silk development and pollination.



The sweet corn crop was in trouble by early August and the few spotty rains made no significant contribution.

By mid-August the farmers were beginning to cut field and sweet corn for silage and one major sweet corn processor shut down a canning plant. No migrant workers were affected, however.

Late August saw good rains which came too late to help the field corn but just in time to save the soybeans and prevent damage to the sugar beets. Late varieties of sweet corn benefited and the once closed packing plant reopened on a limited basis.

As in previous years, RMS found its activities in interstate recruitment of labor further reduced. Only four clearance orders for a total of 1,453 workers were processed, and of these only 1,225 workers were brought to Minnesota. The number of orders was down and the number of workers

Renville residents celebrate the opening of a new sugar beet plant at a fiesta put on by migrant workers (left). Migrant workers sharpen their hoes before returning to the beet fields (below).

PHOTOS COURTESY OF:
RENVILLE STAR FARMER
MINNEAPOLIS TRIBUNE



further reduced because the weather adversely affected the crops.

During 1975 RMS developed a new approach to the old problem of counting migrant workers—the Migrant Activity Reporting System (MARS). The project featured data input by several agencies besides the State Employment Service and a regular feedback of accumulated data. This allowed each agency with outreach activities to check MARS data against its own to determine if there were any incorrect or missing records.

Preliminary MARS data indicates about 7,500 migrant workers came to Minnesota in 1975. Food processing accounted for 700 workers, while field work provided jobs for 6,800. A great majority came from Texas.

Most Red River Valley counties in Minnesota were declared disaster areas this summer due to heavy rains and floods. Several hundred sugar beet growers and over 2,000 migrant laborers filed for Disaster Unemployment Assistance (DUA) benefits.

Anticipating the disaster area declaration, many area offices took applications and determined work history in advance which speeded payment of benefits. Several Migrant Labor Counselors assisted in the effort.

Through a Department of Labor contract Rural Manpower Services, with the Department's Training Section and Monitor-Advocate, conducted training for area offices in "Improving Manpower Services for Rural Residents."

Emphasis was placed on guaranteeing rural residents, particularly minority groups such as migrant workers and American Indians, equal access to Department Services. While the thrust of the training was for rural offices, orientation in problems of Mexican-Americans was also given metropolitan area job Counselors and Interviewers.

Hard-To-Employ Given Special Help

Certain jobseekers have traditionally experienced greater difficulties in securing employment. In this category, non-whites, youth, older workers, the handicapped and veterans have been designated to receive special services by the Minnesota Department of Employment Services (MDES).

In 1975, 17 percent of the 232,899 applicants registered for employment were veterans; 5 percent were non-white; 36 percent were youth under 22 years of age; 15 percent were older workers; and 7 percent were handicapped.

Efforts on behalf of these applicants resulted in the placement by MDES of 45,600 youth, 15,500 veterans, 5,800 non-whites, 6,100 older workers and 3,700 handicapped persons.

In addition, others in these groups were referred to agencies and organizations such as the Veterans Administration, the Department of Vocational Rehabilitation and numerous other agencies.

Youth

From April through September, more than 72,000 young Minnesotans registered for work in the 1975 Governor's Youth Employment program. The record-setting program, coordinated by the Minnesota Department of Employment Services, resulted in 35,543 job placements. Of these, 26,266 were nonfarm placements and 9,277 were agricultural placements.

State, local and federal agencies combined with private industry to maximize summer job opportunities for youth.

In 1975, the state legislature appropriated \$4,000,000 for a two-year statewide Summer Youth Employment program. This was a continua-

tion of the successful 1973-1974 program. During this past summer, over \$1,800,000 was spent and more than 5,000 summer jobs were provided in state, county and municipal government agencies.

In administering the Youth Employment Act, the Department wrote 45 contracts with prime sponsors, community action agencies, counties, municipalities and Indian reservations, making available \$2,000,000 in state funds for summer jobs. In addition, the Department recruited and referred eligible youth and set up a special biweekly invoice system enabling contractees to employ large numbers of young persons during the summer without substantial effect upon their regular budgets.

The young persons were able to do something useful for their community and earn money for clothing and school expenses, while local governments were able to complete projects that otherwise would have had to wait until funds became available.

For the fifth straight year, the Department's mini-office concept was expanded. Mini-offices are one-or-two-person offices open during the summer and staffed by youth under Department supervision. These youth find jobs for other young persons in their community. Mini-offices in Minnesota made a significant contribution to the Summer Youth placement effort.

In conjunction with the United States Departments of Agriculture and Interior and the Minnesota Department of Natural Resources, MDES recruited for the Youth Conservation Corps (YCC).

The YCC is a summer jobs program, patterned after the Civilian Conservation Corps, in which young persons work in national forests, national wild-

life refuges and state parks on environmental projects. The Department received over 5,000 applications for the 206 available jobs.

Federal agencies in Minnesota continued the successful President's Summer Youth Employment program, hiring 189 young persons. Most youth for this program were recruited and certified eligible by MDES.

Revenue sharing continued in Minnesota in 1975 through the Comprehensive Employment and Training Act (CETA). Under the direction of the Governor's Manpower Office, MDES recruited and certified youth and wrote contracts with local community agencies for the CETA Summer Youth Employment program.

In addition to its regular summer program for hiring youth, private industry under the auspices of the National Alliance of Businessmen (NAB), continued to provide summer jobs for disadvantaged youth.

The Department also provided counseling, testing, career information and placement services to students in more than 330 Minnesota high schools and area vocational-technical schools.

Handicapped

For 21 years, specialists in each State Employment Service office have been providing individualized service to jobseekers with handicaps.

While Minnesota's program has become increasingly effective each year, continuing efforts are made to improve services, especially to the severely handicapped who are seeking employment and are able to work.

Disabled veterans receive top priority. Handicap specialists work closely with Veterans Employment Representatives in MDES offices and with community veterans' groups.

Improvement of living and working conditions for handicapped persons is a continuing activity for many community organizations. MDES staff participated in these efforts at both state and local levels. For example, several MDES offices were surveyed and several employers were visited to determine improvements needed to provide easier access to the facilities for the physically handicapped.

Continued liaison was maintained with the President's Committee on Employment of the Handicapped and with the newly formed Minnesota State Council

for the Handicapped. From October 5-11 MDES, in conjunction with the President's Committee and the Minnesota Council, observed National Employ the Handicapped Week. Each area office used television and radio spots, proclamations, feature articles, mailouts to employers and other promotions to emphasize the abilities of people with handicaps.

The Employee Assistance Program, (formerly Broadbrush), supplemented the Department's efforts to provide services to the handicapped. The program was designed to provide a com-

prehensive assessment and referral service to employed individuals who are experiencing personal problems which affect their job performance, including alcoholism. Employees having difficulty performing their job duties were referred to MDES by the employer. The consent of the employer was required before the referral was made. Approximately 50 percent of those referred had alcohol or drug problems.

Eighteen specially-trained MDES counselors received referrals, assessed the problems and referred individuals to

YES Places Youth

A new summer jobs program sponsored by the Duluth area office made it possible for many residents of Two Harbors and Silver Bay to say "yes" to youth.

The Youth Employment Service (YES) began operation in Two Harbors on June 24 and in Silver Bay on July 24. The program was designed to link young people needing employment with those in need of services.

Office space, advertising funds and operating funds were provided by local businesses and service agencies.

A summer consultant was hired by the Duluth office to coordinate the YES program. In addition, two staff members were added, one a volunteer. Together they contacted businesses and residents of the communities to inform them of the available workers and to develop job openings.

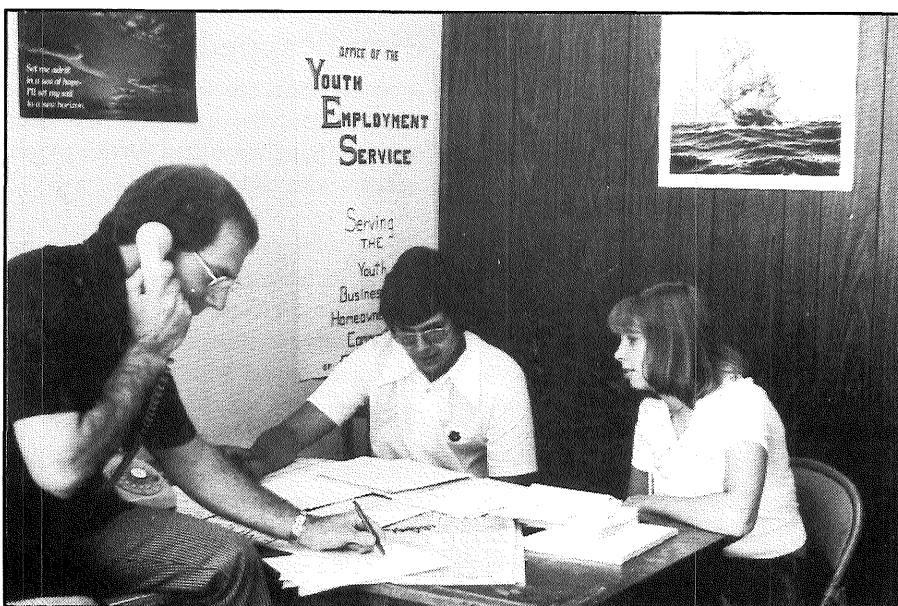
The young people were registered, screened and sent out on the various jobs from the YES offices. Job orders ranged from full-to part-time and included lawn mowing, babysitting, painting, sales delivery and many others. Wages and hours were arranged between the employer and the young people.

During the summer, the Two Harbors and Silver Bay YES offices received over 100 job orders and placed 175 young people in jobs.

When the YES program ended late in August, a survey of all participating employers was conducted. Replies included: "Good workers . . . I found them quick, efficient and most courteous . . . Very worthwhile project . . . I hope we can have such help another year."

The YES coordinator and his assistants review plans for an upcoming door-to-door summer jobs development campaign.

LAKE COUNTY NEWS CHRONICLE



the appropriate local agencies for counseling or treatment.

The Employee Assistance Program in MDES was funded under contract with the Chemical Dependency unit of the Minnesota Department of Public Welfare, which was responsible for evaluating its effectiveness.

Older Workers

Helping persons 45 and older find employment is an ongoing concern of the Minnesota Department of Employment Services. Persons in this age group, who make up nearly 50 percent of Minnesota's work force, generally are rated among the most valuable workers by employers. However, once older persons become unemployed, they face great difficulty in finding suitable jobs.

Although the Department's Older Worker program primarily involves persons 40 to 65, all applicants are given special employment assistance in situations where age appears to be a limiting factor.

The U. S. Age Discrimination in Employment Act prohibits arbitrary job discrimination on the basis of age against persons 40 to 65 years old. Nevertheless, when out of work, older workers have longer periods of unemployment than workers in other age groups.

To help the older worker find employment, one staff member in each Department office has been given special training. In Minneapolis, St. Paul and Duluth, helping older workers is a full-time responsibility. In the other offices it is one of several tasks assigned to a Counselor or Interviewer.

The St. Paul office's Older Worker Unit is supplemented by two positions funded through the Comprehensive Employment and Training Act. This office received an award from the National Council on the Aging for providing outstanding service.



Members of the Older Worker Unit and cooperating agencies receive an award on behalf of the St. Paul area office for outstanding service to older workers.

The Department observed *Employ the Older Worker Week* March 9 to 15. This promotion featured radio and television spots as well as individualized community programs. In addition, Department offices assisted the Minnesota Department of the American Legion in selecting an employer with an outstanding record of hiring and retaining older workers for the Legion's annual *Employ the Older Worker* award.

Department staff receive continuous training to ensure compliance with national, state and local legislation regarding older workers. Also, a close working relationship is maintained with the Governor's Citizens' Council on Aging.

Job Corps

The year 1975 marked the 10th Anniversary of Job Corps' service to the

nation's young men and women. The federally-funded residential training program provides basic education and vocational training to disadvantaged youth 16 through 21 years of age.

The Minnesota Department of Employment Services (MDES) has been associated with the Job Corps program since its inception. MDES recruits young persons for the program and assists them in finding jobs after training. During 1975, 120 Minnesota youth entered the program.

The Job Corps program is divided into several components which are designed to help corpsmembers complete the training program and prepare for employment.

The general education component enables corpsmembers to complete their high school education. All enrollees are encouraged to work toward a

Ex-Minnesotan Honored

Phillip Smith, a native American and former Minnesotan, was honored in 1975 by being inducted into the Job Corps Hall of Fame. He became one of 10 persons out of half a million present and past Corpsmembers to be so honored.

Phil, who was born on the Red Lake Indian Reservation, moved with his family to St. Paul in 1965. He dropped out of school at 16 and, after unsuccessfully trying to find a job, came to the St. Paul Employment Service office.

An employment counselor recommended Job Corps training when Phil expressed an interest in a career in law enforcement. He was soon on his way to the Job Corps Police Training School in Edison, New Jersey.

Today Phil is a deputy sheriff with the Gila County Arizona Sheriff's Department and an active member of the community.

general equivalency certificate (GED) if they are not high school graduates.

The vocational component offers a wide variety of training opportunities—welding, nursing, carpentry, clerical, masonry and painting. Several labor unions have contracted to conduct training at Job Corps centers for selected apprenticeable trades. During 1975, the Job Corps expanded its vocational program for women to include nontraditional choices such as welding and the construction trades.

The World of Work component is designed to teach responsibility on the job, to develop good work habits and attitudes and to provide insight into practical matters such as budgeting, job interviewing and tax matters.

Recreational and avocational programs supplement job training. These programs provide opportunities for creative expression of ideas and feelings, encourage physical fitness and provide constructive outlets for relaxation during leisure hours.

Periodic evaluations of vocational, educational and social adjustments are conducted to help corpsmembers maximize their progress while at the center. As a result of these evaluations, schedules may be changed, personal

counseling may be provided and promotions or other actions may be recommended.

Job placement is the hoped for result of Job Corps training. During 1975, approximately 70 percent of all returnees were placed in jobs, returned to high school, entered military training or took further training.

Minorities

The Minnesota Department of Employment Services expanded and clarified its Equal Opportunity program in 1975 by updating its Affirmative Action Policy and Plan. The Assistant to the Commissioner served as Department Equal Opportunity Officer, assisted by the Department Minority Groups Representative and the Chief of Personnel and Training. Complaint procedures were developed to resolve problems related to Affirmative Action within the Department.

Discrimination in employment complaints brought by the public against the Department or private and governmental employers are handled by the Monitor/Advocate complaint system.

The Department Minority Groups Representative trained Department staff in Equal Employment Opportunity and Affirmative Action matters to better enable them to discharge their duties in nondiscriminatory ways.

Monitor/Advocate

The Monitor/Advocate is responsible for ensuring that seasonal farmworkers and migrant workers receive the same



Phil Smith is presented with a plaque upon his induction into the Job Corps Hall of Fame.

employment services provided non-farmworkers.

The Court Order which established the Monitor/Advocate position also required each state employment service to implement a complaint procedure. This procedure is in operation in all Department area offices. Through this program, the public is assisted in registering their complaints regarding working conditions or the programs and services provided by the Department. The person also may be helped in writing the complaint and referred to the appropriate enforcement agency.

A directory of state and federal legislation and enforcement agencies was updated and distributed to area office staff to aid in processing complaints. The Monitor/Advocate is responsible for implementing and coordinating the complaint system, as well as investigating unresolved complaints. If enforcement action has not been initiated within 20 working days of the filing, the complaint is forwarded to the regional and national offices of the Employment and Training Administration.

Brochures in Spanish and English explaining the complaint system and Employment Service programs have been distributed to migrants. Posters in each area office publicize the complaint system.

Federal Bonding

The Department administers a Federal Bonding Program for jobseekers who cannot secure employment because they are unable to qualify for private fidelity bonding.

Through this program, the Department of Labor provides bond coverage in units of \$500 to a maximum of \$10,000. The only requirements are: (1) that a fidelity bond is a requirement of employment, (2) that the applicant cannot secure bonding from a commercial fidelity bond carrier and



An interviewer in the Albert Lea area office registers two Vietnamese refugees for work.

ALBERT LEA TRIBUNE

Refugees Placed

On August 18, 1975, 90 Vietnamese refugees arrived in Albert Lea—on the per capita basis, the largest group of refugees to be resettled in any U. S. community.

With the help of church groups and school authorities, the refugees found living accommodations and the children were enrolled in school. The next need was for work and 32 adults registered with the Albert Lea area office.

One week after their arrival the refugees registered and were interviewed by the Albert Lea area office staff at a central meeting in a local church. Employers were then visited to develop job openings and job interviews were arranged.

Through the efforts of the Albert Lea office and the assistance of the community, all 32 refugees were able to find work.

(3) that the applicant must not have previously defaulted on a bond issued under the Federal Bonding Program.

A staff member in each of the full-time offices of the Department has been designated to act as local bonding coordinator.

The program, in effect in Minnesota since 1970, is limited to those who are

unemployed. Most persons who cannot secure bonding have been in prison, have been through bankruptcy or have been adjudged spendthrifts. Jobs which require bonding usually are those in which the employee handles money or materials either belonging to the employer or to a person or company for whom the employer is performing work.

Administration Provides Support

The Personnel and Training Section is responsible for filling authorized positions within the Department with qualified employees and regulating various activities that affect persons during their employment.

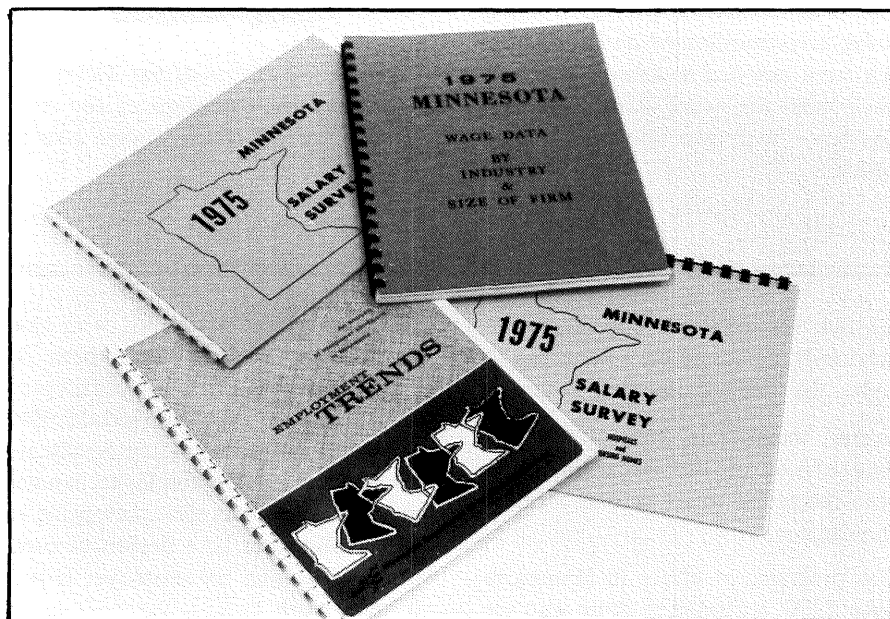
During 1975 a labor contract was entered into for the first time between the State of Minnesota and the State

Employees Union, American Federation of State, County and Municipal Employees, Council No. 6, AFL-CIO. Effort continues to be expended in the interpretation of the contract provisions and in providing training for management and supervisory staff so that it is consistently and objectively administered. A result of the contract is a marked increase in the number of grievances processed and a consequent

increase in the amount of time spent on this activity.

An Employee Assistance Program was initiated during 1975. The purpose of this program was to help employees with personal problems that affect their work performance by providing confidential assessment and referral service. All supervisory personnel have received training in the various aspects of the program.

Publications of the Research and Planning Branch supply information on labor market and economic activity.



Three financial management workshops were conducted during the year for management personnel. These workshops were designed to increase planning and management abilities through more effective use of cost accounting reports.

The introduction of the computerized unemployment insurance benefits payment system required extensive training to familiarize area office staff with the new procedures. Training was given to approximately 250 Department employees.

Emphasis was placed on the Department's Affirmative Action Program to ensure equal employment opportunities to all employees and prospective employees.

1975 Administrative Expense

	1974	1975
Personal Services	13,545,878	18,623,864
Personal Benefits	2,103,454	2,768,418
Occupancy	904,245	1,110,023
Travel	280,711	433,078
Supplies	331,926	454,604
Communications	247,314	332,945
Equipment Rentals	232,056	321,331
Equipment Maintenance	165,905	217,265
Out-Service Training	9,499	13,888
Advertising	27,856	124,066
Services	223,526	352,321
Other Administrative Expense	62,821	77,411
Registration and Training – Work Incentive Program Enrollees	2,126,026	1,273,102
On Job Training – Comprehensive Employment and Training Act	609,420	313,585
National Council on Aging Contract*	868,620	778,214
Applicant Support	9,505	26,825
Capital Purchases	118,493	327,503
Amortization of State Building Bonds	256,680	259,430
Amortization of Reed Bill Building Funds	109,270	109,270
Total Expenditures	22,233,205	27,917,143

*Special studies contract administered by the Department in behalf of National Council on Aging.

The Business Management Branch is concerned primarily with Department financial administration, purchasing, budget preparation, building management and office services to increase efficiency in management and provide economy in use of resources.

The Electronic Data Processing (EDP) Management Branch continued to upgrade its equipment and processing systems to aid the Department in improving services to the public. The most significant advancement was the addition of an on-line terminal system. This provides fast retrieval of wage and payment data to unemployment insurance claimants, as well as data relating to employers covered under the Em-

ployment Services Law. Information needed in daily State office activity is available in a matter of seconds, providing improved services to the claimant and to the employer.

Significant improvement in processing systems was noted through the continued implementation of the Centralized Benefit Payment and the related Benefit Payment Statistical Reporting Systems. By the end of the year, more than 80 percent of all payments were being made through the centralized system.

The Employer Tax System, one of the largest computerized systems ever attempted by the Department, began

operation in June. The system, designed to lessen the manual paperwork and record keeping requirements and increase data integrity, relies heavily upon the computer. Records on every employer covered under the Employment Services Law, whether active or inactive, are maintained until all possible claims against them have passed.

A parallel run of both the old and new systems was continued until October. This, when added to the record high employer and claim activity, gave the EDP Branch one of the most complicated and active summers in years.

The Research and Planning Branch collects, develops and disseminates



Informational materials developed through a national public information project inform the public and employers of the Department's programs and services (above).

broad cross-sectional information on labor market conditions, program operations of the Department and trends of economic activity in the nation and the state. It also undertakes special research studies, financed by the U. S. Department of Labor or other federal or state agencies, that are of importance in the consideration of legislative or administrative policies in the area of employment.

The Communications and Publications Section is responsible for keeping the public informed of Department programs and services, operating procedures, eligibility requirements, unemployment statistics and employment trends. This is accomplished through use of news media, audio visual presentations, various publications and other informational materials. Through an in-house publication, the section keeps Department staff aware of internal developments and changes in organization, operations and/or policy.

The Department-coordinated Jobs Now show, sponsored by WCCO television, provides employers and jobseekers with up-to-date employment-related information (below).



A public information project, funded through a Department of Labor grant, was developed and implemented during 1975. The project was designed to increase public awareness of the services offered by the Department.

The project was divided into two segments: a multi-media program and a support program. Through the multi-media program, advertisements were placed with newspapers, magazines and radio and television stations throughout the state. The advertisements were employer-oriented, informing them of what the Department can do for employers and inviting them to use the services.

The support program consisted of the development and dissemination of pamphlets, sound/slide presentations and various other educational materials to employers and the public.

Veterans Given Employment Help

The Minnesota Department of Employment Services (MDES), with Veterans Employment Representatives in 37 area offices, seeks to contact all veterans upon discharge from the Armed Forces. This is done in cooperation with the U. S. Veterans Employment Service, which has the responsibility of assuring that all qualified veterans receive priority in referral to training and job openings.

Disabled veterans are given priority and special attention is given to Vietnam-era veterans.

MDES area offices assist local employers in hiring qualified veterans for permanent jobs. The State Veterans Employment Representative provides functional supervision of the Department's employment programs for veterans in Minnesota.

During 1975, new veteran applications for work increased 1,757 from 38,141 in 1974 to 39,898. The Department placed 15,492 veterans.

Placements of disabled veterans numbered 1,724. A total of 2,742 veterans received job counseling.

Federal contractors and subcontractors are required by federal law to list job openings with the State Employment Service.

Through job development efforts, 2,804 contacts were made with employers, resulting in 1,545 veteran placements.

Operation MEDIHC (Military Experience directed into Health Careers),

funded nationally through the Department of Health, Education and Welfare, was operated in Minnesota through MDES to help veterans obtain employment and/or training in civilian health careers. Counseling, job development and referral services were available to the veteran through MDES offices, while educational information was provided by the MEDIHC Coordinator. The MEDIHC availability roster, mailed to approximately 1,200 health employers, generated 615 job openings for medically trained veterans since its inception in June 1970.

By the end of 1975, 959 veterans had participated in the MEDIHC program. Of these, 405 were placed in health-related jobs and educational programs.

The MEDIHC program terminated at the end of 1975. However, the services provided to veterans through MEDIHC will continue under the Allied Medical Placement Service, which also will serve non-veterans.

The Duluth area office nominated the Potlatch Corporation, Northwest Paper Division of Cloquet, which won the American Legion 1975 "Employer of the Year Award for Hiring Veterans."

The Willmar office received the American Legion "Outstanding Service to Veterans" award for 1975.

The Marshall area office's nominee—the Marshall Swift and Company plant—received the 1975 American Legion's "Employ the Older Worker" citation.



A representative of the Potlatch Corporation's Northwest Paper Division of Cloquet receives the American Legion 1975 "Employer of the Year Award for Hiring Veterans."

CLOQUET PINE KNOT

The Hopkins area office (more than 15 employees) and the Rochester area office (less than 14 employees) received the Minnesota Chapter, International Association of Personnel in Employment Security awards for placement of veterans given annually to large and small offices.

The Crookston office was recognized by the Veterans of Foreign Wars for being outstanding in the placement of veterans.

The Brainerd Mayor's Veterans Task Force received the national Veterans of Foreign Wars "Outstanding Organization Award." The Task Force, directed by Veterans Employment Representative Robert Jones, was recognized for its "Hire the Vet Week" campaign.

Red Wing Veterans Employment Representative Elvin Wilson was selected by the Disabled American Veterans as the 1975 "Outstanding Veterans Employment Representative."

Experts Aid MES Law Administration

The Minnesota Employment Service Law provides for the compulsory, systematic accumulation of a reserve fund to which employers contribute through a payroll tax. The law requires that the fund be used for the benefit of eligible persons who become unemployed.

To bring about effective and equitable administration of this law, provision is made within the structure of the Department for investigations, appeals, collection of delinquent accounts and control of benefit payments.

Other activities of the Legal section include advising the Commissioner, Assistant Commissioners and section heads of the Department; assisting in the preparation of leases to premises occupied by the Department throughout the state; assisting in the drafting of legislation, amendment of Department's regulations and certifications to the Secretary of Labor of various documents such as Supreme Court decisions, Attorney General's opinions and laws enacted by the State Legislature; the defense of all civil actions against the Department; and the drafting of contracts involving numerous activities in which the Department is engaged.

The significant collection activities of the Legal section during 1975 are summarized as follows: \$169,249.42 was collected on 559 items of delin-

quent accounts; 481 suits were commenced in District Court; 266 judgments were docketed; 152 proofs of claim were filed in bankruptcy, probate, receivership and corporate dissolution proceedings; and 18 contested District Court cases were disposed of.

During 1975, 18 overpayment prosecutions were prepared and forwarded to MDES offices for presentation to city and county attorneys. In 1975, 11 claimants were convicted of fraudulently obtaining benefits. In most cases, repayment and fines, jail sentences or probationary periods were ordered. Other fraud cases were handled by administrative actions with disqualification penalties imposed on claimants.

During 1975, 222 employer liability matters were referred for hearing; 205 orders for hearing and/or notice of hearings were made and 225 hearings held; 175 matters were disposed of either through decision or dismissal.

On motion of the Department the Supreme Court dismissed the following cases: *Larry D. Dobson vs. Brown Photo, Inc. and Commissioner of Department of Employment Services*; *Jonathan M. Raynor vs. Department of Employment Services*; *Leone B. Johnson vs. State of Minnesota, Department of Manpower Services and Commissioner of Minnesota Department of Manpower Services*. The consolidated Supreme Court cases of *Ruth*

L. Rupel, S. A. Simpson and J. V. Sjogren, Roger K. Hill and Karen L. Erickson vs. Independent School District No. 709 were dismissed on motion of appellant as was *J. M. Dudovitz vs. AAA Employment*. The case of *Normandin, Inc. vs. Janet Llerandi, et al and Commissioner of Manpower Services* was settled and compromised under Minnesota Statutes, Section 268.16, subdivision 4.

The following cases which affected the Department were decided by the Supreme Court during the year: The Department was reversed in *State of Minnesota vs. United States Fidelity and Guaranty Company*, holding that retail liquor license bonds are not conditioned upon payment of unemployment compensation contribution taxes;

The Department was affirmed in *Jeanne M. Petterssen vs. Commissioner of Employment Services*, holding that *Kantor vs. Honeywell, Inc.*, 286 Minn. 29, 175 N.W.2d 188 (1970) would not be overruled. In *Kantor* it was held that a provision in the Employment Security Law (that a woman who voluntarily discontinues her employment to live with her husband shall be disqualified for unemployment compensation benefits) bore a reasonable and substantial relation to the object of providing benefits for involuntary unemployment. Thus the classification was not arbitrary and did not violate

the equal protection clause of the Fourteenth Amendment of the Constitution;

The case of *Eugene F. Kleinwachter vs. Department of Employment Services* involved the issue of whether a claimant was unavailable for work and hence ineligible for unemployment compensation benefits because he was a full-time, self-employed farmer and was enrolled in a "full-time" farm management course. Because the record was sketchy on the question of whether the claimant's self-employment was full time, the matter was remanded to the appeal tribunal to permit introduction of evidence on the scope of claimant's farming activities and school attendance and his income during the relevant time period;

The Department was affirmed in *Bob H. Scott vs. The Photo Center, Inc.*, holding that a change from a fixed salary to a commission method of determining wages, which would have

resulted in a 25 percent wage cut, constituted termination of employment by the claimant with good cause attributable to his employer;

In *Craig E. Johnsrud vs. State of Minnesota, Department of Employment Services*, the Department was affirmed. The Supreme Court held that the Department's determination refusing to approve the training of an unskilled worker who was enrolled in training designed to increase his employability and holding him ineligible for benefits because he was unavailable for work was not inconsistent with federal legislation and hence did not offend the Supremacy clause of the Constitution;

The Department was affirmed in *Mother Hubbard's Cupboard vs. Commissioner of the Minnesota Department of Employment Services*, holding that the mailing of notice to an employer's last known address was sufficient to commence the time within which the employer could protest

charges to his experience account, notwithstanding the fact that the employer had moved from the address to which the notice was mailed.

At the end of the year, the following cases were pending in the Supreme Court: *George K. Pichler vs. Alter Co. and Commissioner of Manpower Services*; *Terrence M. Hill vs. Contract Beverages, Inc. and Commissioner of Employment Services*; *Albert F. Ferguson vs. Department of Employment Services*; *Yellow Taxi Company of Minneapolis vs. Wesley Abramson and Commissioner of Employment Services*; *Donna M. Hanson vs. I.D.S. Properties Management Co. and Minnesota Department of Employment Services*; *Speaks, Inc. dba Kirby Co. of Minneapolis vs. Jens P. Jensen, Jr. and Commissioner of Manpower Services*; *Roslyn G. Feia vs. St. Cloud State College and Commissioner of Employment Services* (two cases); *William Bennett, dba Red & White Cab Co. vs. David M. Mickelson and Commissioner of Employment Services*.

Mini-Offices: Maxi Results

Each summer, thousands of young persons in Minnesota's large, primarily agricultural southwest district are looking for work. At the same time, many employers are looking for workers. How to get them together was the problem facing the Minnesota Department of Employment Services (MDES). The solution? The mini-office.

Mini-offices are small, temporary employment service offices staffed by high school and college students under MDES supervision. Their job is to help youth and employers get together during the summer.

The program began in 1970 with five mini-offices in the two-county area

served by the Fairmont MDES area office. By 1975, the number of offices had increased to 50 serving an area which included 27 counties, 14,587 square miles, a population of 390,000 and seven full-time MDES area offices with a total staff of 62.

Mini-offices take some of the workload off the area offices and, at the same time, provide Department services to more persons.

Since funds are limited, mini-offices depend on community support. Local businesses provide office space, office equipment and operating and advertising funds.

The mini-offices open soon after school ends for the summer. Pro-

motional campaigns are conducted to develop job opportunities and to acquaint the community with the services that are available.

Most of the job openings received are for short, temporary jobs that pay between \$2 and \$3 an hour. During the summer, many of the young people earn from \$250 to \$500.

In addition to the much needed income, the young people also received valuable work experience.

During 1975, mini-offices in the southwest district made more than 7,500 full and part-time summer job placements.

State's Economy Declines In 1975

Minnesota's economy rapidly deteriorated throughout the first half of 1975 and, although there was an apparent leveling off at mid-year, no significant upswing was experienced and the year ended with the state in the midst of the worst recession since World War II.

Throughout this recession, Minnesota has fared somewhat better than the nation as a whole, partly because of its relatively larger Agricultural base. Over seven percent of Minnesota's employment is in Agriculture as opposed to just over four percent for the United States. Agriculture has not been as adversely affected by the current recession as other segments of the economy. In addition, Minnesota's Durable Goods Manufacturing industry is not as strongly oriented to automobile and household electronic appliances as are some of the more industrial states.

The construction boom in taconite processing facilities has also contributed to moderation of unemployment rates in selected areas. Still, total employment declined by more than 13,000 workers from 1974 to 1975 with the entire loss occurring in the Nonagricultural category. Agricultural employment was up slightly.

Claims for unemployment insurance started and ended the year at record

high levels. Following this same pattern, total unemployment also remained at record highs throughout 1975 with the number of jobless (on a seasonally adjusted basis) increasing rapidly to mid-summer and then remaining almost steady with a slight dip near year's end. An average of over 138,000 persons or 7.3 percent of the work force were unemployed in 1975, up almost 42,000 or 43 percent from the 97,000 unemployed in 1974.

For the United States, unemployment averaged about 8.6 percent of the labor force in 1975, up significantly from the 5.6 percent average in 1974. Meanwhile, Minnesota's unemployment rate, based on the labor force concept, averaged 5.9 percent in 1975 although the state probably is more sensitive to national trends than it was 10 years ago. (This is a preliminary rate which is subject to revision as new benchmark data becomes available. Based on experience, it seems very likely that the Minnesota revised rate will exceed 6.0 percent for 1975.)

Nonfarm Employment

Nonagricultural wage and salary employment was down 13,500 or 0.9 percent from 1974, the largest yearly decline since 1949. The losses, as could be expected, were heavily concentrated in Manufacturing (—22,500

or 6.6 percent) with the Durable Goods Sector (—15,500 or 7.8 percent) the hardest hit. Nonelectrical Machinery was down 7,800 or 10.9 percent, dropping from 71,200 to 63,400. Declines were widespread in other Manufacturing sectors, Non-durable as well as Durable, with almost all industries reducing employment.

Partially offsetting the Manufacturing loss was a gain of 9,000 jobs on an over-the-year basis in Nonmanufacturing. In the same time period, Government employment was up 6,300 or 2.4 percent, with Local Government leading the advance. Federal funding of positions in the Local Governmental sector contributed to this upturn. Service jobs were up 6,100 or 2.3 percent from a year ago, about 80 percent of the increase occurring in the still growing Medical Services segment.

The largest decline in Nonmanufacturing jobs took place in the Transportation, Communications, and Public Utility category. Employment in the Railroad and Trucking industries was down the most. The decrease in Railroad employment resulted from a decline in carloadings of raw materials and finished products for the Manufacturing sector and a diminishing demand for forest products used in home building. Trade employment also declined as General Merchandise Stores,

particularly affected by the recession's impact on retail sales, reduced their payrolls by about 4,000 workers.

The nine-county Minneapolis-St. Paul Metropolitan Area was particularly hard hit by the employment changes, suffering a disproportionate share of the declines in Manufacturing jobs while failing to share in the Non-manufacturing gains. Although the Metropolitan Area has 65 percent of the Manufacturing employment, 78.7 percent of the state's loss in Manufacturing jobs occurred there. While Nonmanufacturing employment was up by 9,000 in the state, slight declines were recorded in the Metropolitan Area.

Wages And Prices

The Factory workers averaged 39.3 hours of work per week in 1975, considerably below the 40.0 hours of 1974 and lower than in any year since the series was started in 1947. The only other year that the average slipped below 40.0 hours was 1971 when it stood at 39.8.

Despite the significant reduction in the workweek, increases of 39 cents per hour pushed average weekly earnings to \$198.47 in 1975, up \$12.07 or 6.5 percent over 1974. This increase was negated by the rise in consumer prices. The rate of increase in the Minneapolis-St. Paul Area Consumer Price Index (CPI) was considerably less in 1975 than in 1974 but, at 8.6 percent, still rose faster than average weekly earnings. In 1974, the CPI rose a substantial 11.5 percent from the 1973 level.

Average weekly earnings of factory workers have failed to keep pace with the spiraling CPI for the last two years (see Table III) although, with inflation slowing considerably in 1975, less purchasing power was lost than in 1974. Looking at the last two years as a whole, average weekly earnings have increased 14.7 percent while the CPI has gone up 21.1 percent.

Table I
Minnesota Work Force Statistics
(in thousands)

	Annual Average		Changes 1974 to 1975	
	1974	1975*	Actual	Percent
Civilian Work Force	1866.4	1896.1	29.7	1.6
Employed	1768.6	1755.3	-13.3	-0.8
Nonagriculture	1637.8	1623.5	-14.3	-0.9
Wage and Salary	1485.7	1472.2	-13.5	-0.9
Agriculture	130.9	131.7	0.8	0.6
Persons Involved in Labor Disputes	1.1	2.3	1.2	109.1
Unemployment	96.7	138.5	41.8	43.2
Unemployment Rate	5.2	7.3	-	-

*January through November average.

Table II
**Minnesota Nonagricultural
Wage And Salary Employment**
(in thousands)

	Annual Average		Changes 1974 to 1975	
	1974	1975 ¹	Actual	Percent
Total	1485.7	1472.2	-13.5	-0.9
Manufacturing	343.0	320.5	-22.5	-6.6
Durable	200.0	184.5	-15.5	-7.8
Nondurable	143.0	136.0	- 7.0	-4.9
Nonmanufacturing	1142.7	1151.7	9.0	0.8
Mining	14.1	14.3	0.2	1.4
Construction	65.9	65.7	- 0.2	-0.3
Transportation, Communications and Public Utilities	92.8	91.1	- 1.7	-1.8
Trade	363.1	361.9	- 1.2	-0.3
Finance, Insurance and Real Estate	72.7	72.1	- 0.6	-0.8
Services	268.7	274.8	6.1	2.3
Government	265.5	271.8	6.3	2.4

¹January through November average.

In 1975 some groups of workers fared better than factory workers while others did not do quite as well (see Table IV). When the changes in average weekly earnings are examined, Mining (up 13.7 percent) and Wholesale Trade (up 9.5 percent) were the only groups where increases in earnings exceeded the 8.6 percent rise in the CPI. All other groups lost ground with Retail Trade (up only 5.1 percent) falling the farthest behind.

Table III

Minnesota Hours And Earnings Statistics
For Production Workers In Manufacturing

Year	Weekly Hours	Hourly Earnings	Weekly Earnings	Percent Change From Previous Year		
				Average Hourly Earnings	Average Weekly Earnings	Consumer Price Index ¹
1969	41.2	\$3.32	\$136.78	6.1	6.1	5.1
1970	40.0	3.54	141.60	6.6	3.5	6.9
1971	39.8	3.80	151.24	7.3	6.8	3.6
1972	40.7	4.00	162.80	5.3	7.6	3.1
1973	41.1	4.21	173.03	5.3	6.3	6.0
1974	40.0	4.66	186.40	10.7	7.7	11.5
1975 ²	39.3	5.05	198.47	8.4	6.5	8.6

¹CPI data for Minnesota-St. Paul SMSA.
²January through November average.

A statistical supplement to the
1975 ANNUAL REPORT
can be obtained by writing the
Research and Planning Branch

Minnesota Department
of Employment Services

390 North Robert Street
St. Paul, Minnesota 55101

Table IV

Minnesota Hours And Earnings Statistics
For Production Or Nonsupervisory Workers

Industry	Average Weekly Hours		Average Hourly Earnings		Average Weekly Earnings		Percent Change 1974 to 1975	
	1974	1975 ¹	1974	1975 ¹	1974	1975 ¹	Average Hourly Earnings	Average Weekly Earnings
Manufacturing	40.0	39.3	\$4.66	\$5.05	\$186.40	\$198.47	8.4	6.5
Mining	41.0	40.9	5.66	6.45	232.06	263.81	14.0	13.7
Construction	37.4	37.0	7.91	8.59	295.83	317.83	8.6	7.4
Transportation, Communications and Public Utilities	38.8	38.2	5.84	6.27	226.59	239.51	7.4	5.7
Trade	32.4	32.3	3.92	4.20	127.01	135.66	7.1	6.8
Wholesale	39.1	39.5	4.79	5.19	187.29	205.01	8.4	9.5
Retail	30.5	30.2	3.60	3.82	109.80	115.36	6.1	5.1

¹January through November average.

Status Of Unemployment Compensation Fund

Year	Contributions Received Net	Interest on Trust Fund	Benefits Paid Net	Balance Available For Benefits
1937-1960	\$352,118,198	\$44,111,823	\$333,382,672	\$ 63,227,801
1961	22,386,419	1,687,024	45,730,347	41,700,287
1962	30,923,483	1,166,291	36,650,252	37,166,812
1963	29,938,713	997,432	38,864,769	29,255,100
1964	28,932,847	817,033	36,763,503	22,825,052
1965	32,355,252	716,987	28,045,197	27,536,881
1966	42,829,327	1,098,647	20,234,080	51,285,977
1967	44,079,630	2,081,690	24,758,870	72,314,534
1968	43,455,716	3,013,308	26,760,332	92,169,603
1969	46,483,817	4,227,619	23,743,125	118,983,477
1970	46,562,871	5,643,617	53,059,456	117,680,265
1971	42,429,741	5,329,876	70,333,686	90,815,418
1972	60,395,359	3,934,240	70,585,104	81,122,122
1973	74,643,474	4,010,749	68,956,409	90,857,451
1974	88,856,524	4,545,272	105,548,677	75,063,050
1975	92,229,015	2,213,072	180,237,890	12,303,405

Employment Activities In The Offices Of The Department

	New Applications		Counseling		Openings Received		Nonagricultural Placements		Agricultural Placements	
	1975	1974	1975	1974	1975	1974	1975	1974	1975	1974
STATE TOTAL	232,899	216,454	12,431	22,046	130,344	124,422	78,772	85,641	10,927	11,922
TWIN CITIES AREA	111,402	103,006	8,264	14,552	68,944	64,734	31,903	40,585	305	359
Minneapolis	30,121	30,620	4,954	7,093			11,370	14,805	114	210
Mpls. Pilot Ctr.	1,096	1,443	21	176			139	373	0	0
Bloomington	8,033	7,721	302	330			1,614	1,734	0	0
Southside Ctr.	2,499	3,134	111	35			501	790	0	0
Fridley	7,992	7,409	220	268			1,720	1,372	5	3
St. Paul	45,852	39,653	1,557	5,387			13,110	17,408	55	79
Hopkins	15,809	13,026	1,099	1,263			3,449	4,103	131	67
NORTHEASTERN	28,235	24,715	2,062	3,138	16,864	13,517	14,316	11,746	13	37
Duluth	15,229	13,172	1,302	2,186	8,128	7,546	7,437	7,075	12	37
Ely	1,058	903	111	105	1,120	805	897	666	0	0
Grand Rapids	3,466	3,327	228	253	1,415	1,164	1,222	987	0	0
Hibbing	3,517	3,121	217	318	2,716	1,921	2,095	1,389	0	0
Int'l Falls	1,011	914	34	92	1,076	712	727	697	0	0
Virginia	3,954	3,278	170	184	2,409	1,369	1,938	932	1	0
NORTHWESTERN	25,201	24,277	515	801	11,337	11,542	8,277	8,503	1,003	1,302
Alexandria	3,143	2,822	63	60	2,424	2,067	1,864	1,329	239	84
Bemidji	4,801	4,820	102	95	1,393	1,688	1,273	1,409	7	39
Brainerd	4,259	3,576	59	58	1,322	1,069	1,064	1,138	6	9
Crookston	2,288	1,983	0	186	860	968	691	712	440	627
Fergus Falls	2,714	2,155	74	62	1,062	985	731	704	118	179
Little Falls	2,102	2,038	5	105	673	859	578	693	3	5
Moorhead	3,674	4,452	152	102	1,897	2,585	1,042	1,686	163	318
Thief River Falls	2,220	2,431	60	133	1,706	1,321	1,034	832	27	41
SOUTHWESTERN	29,948	28,162	566	1,414	18,534	18,421	14,028	13,859	7,039	6,158
Fairmont	2,331	2,592	30	17	1,607	1,652	1,012	1,060	921	1,123
Mankato	8,996	7,295	348	624	5,276	6,006	4,034	4,315	544	564
Marshall	2,582	2,122	6	89	885	1,151	772	963	537	377
Montevideo	2,173	2,134	4	116	1,034	998	728	788	266	429
New Ulm	3,608	3,095	38	160	2,663	2,330	1,660	1,630	891	398
Willmar	6,543	6,746	67	233	4,366	4,046	3,760	3,184	1,091	980
Worthington	3,715	4,178	73	175	2,703	2,238	2,062	1,919	2,789	2,287
SOUTHEASTERN	38,113	36,294	1,024	2,141	14,665	16,208	10,248	10,948	2,567	4,066
Albert Lea	2,586	2,484	123	270	926	898	706	543	2,165	2,337
Austin	2,557	3,196	48	39	1,218	775	950	607	36	61
Faribault	2,292	1,995	213	287	705	1,062	557	811	1	159
Mora	4,169	3,651	6	176	707	862	519	501	18	28
Owatonna	1,804	1,940	198	173	1,140	1,211	560	767	18	928
Red Wing	1,939	2,472	52	122	489	947	435	907	5	11
Rochester	6,095	5,685	103	310	2,320	2,651	1,562	1,800	12	0
St. Cloud	11,168	9,323	31	146	3,890	3,813	2,327	2,133	0	0
Winona	5,503	5,548	250	618	3,270	3,989	2,632	2,879	312	542

Unemployment Compensation Benefit Claims And Payment Activity

	Received	NEW CLAIMS Determined		Number of Weeks Paid	Gross Amount of Benefit Payments	Number of First Payments Made	Number of Beneficiaries Who Exhausted Benefits
		Valid	Invalid				
1975	198,875	163,980	15,249	2,630,365	\$180,601,042	166,257	70,261
1974	165,911	139,327	14,548	1,624,632	106,232,798	117,285	39,688
1973	122,985	106,482	19,838	1,246,724	69,136,514	94,404	29,876
1972	131,133	113,529	16,854	1,331,513	70,700,501	92,632	34,171
1971	126,705	112,095	16,032	1,406,023	70,334,338	100,383	37,809
1970	128,076	110,902	11,305	1,085,000	53,085,116	90,624	23,035
1969	66,042	57,653	5,808	549,203	23,771,130	47,003	11,564
1968	69,736	63,971	7,983	641,426	26,825,181	53,650	13,613
1967	82,035	65,689	10,901	637,280	24,852,340	49,074	11,297
1966	72,701	63,202	8,312	673,325	20,341,080	52,023	8,422
1965	88,750	80,303	8,733	961,265	28,253,611	67,463	15,215
1964	105,495	94,732	11,392	1,258,845	37,046,131	84,565	22,010
1963	113,677	102,867	12,086	1,330,099	39,042,576	90,769	23,373
1962	115,128	100,892	13,461	1,277,326	36,852,706	88,042	23,848
1961	126,933	110,724	15,600	1,576,385	45,986,454	99,859	31,828
1960	117,333	104,300	12,697	1,277,092	36,264,304	89,954	21,626
1959	109,279	95,001	15,446	1,167,196	32,342,689	80,756	22,533
1958	130,613	114,709	16,192	1,662,689	47,462,166	103,947	33,919
1957	101,204	88,172	11,103	995,613	24,862,524	76,859	15,399
1956	91,129	79,795	11,574	876,189	20,686,559	68,584	13,925
1955	88,333	74,630	14,190	985,286	21,844,561	67,279	18,559

1975 Compromise Settlements Of Employer Accounts

Employer Number	Type of Organization	Contributions	Interest, Penalties	Court Costs, Sheriff's Fees	Payment Received	Compromise Basis Regulation 16
7390-88-011039	Corporation	\$ 363.48	\$ 126.71		\$ 226.60	(b) (2) (aa)
4210-64-092573	Individual	.01	867.56		200.00	(b) (1) (aa)
5810-19-063522	Individual	1,950.43	518.33	\$ 40.90	2,000.00	(b) (3) (bb)
2721-89-015172	Corporation	2,955.10	431.37		2,400.00	(b) (2) (aa)
5590-27-022311	Corporation	396.65	116.14	34.50	25.00	(c)
5350-88-080783	Corporation	441.57	110.99		175.00	(b) (1) (aa)
1721-89-033651	Individual	1,230.93	459.72	45.40	900.00	(b) (3) (cc)
8620-55-006999	Corporation	476.15	128.68		151.34	(b) (2) (aa)
5540-46-075395	Partnership	313.10	94.84		313.10	(b) (2) (aa)
5540-46-075394	Corporation	1,588.26	604.51		1,588.26	(b) (2) (aa)
1710-90-091613	Individual	2,156.20	3,665.38	120.30	500.00	(b) (2) (cc)
5810-36-038893	Individual	1,882.76	937.98	97.10	1,882.76	(b) (3) (aa)
6550-70-039069	Corporation	2,047.80	584.65	44.60	1,500.00	(b) (3) (aa)
5252-51-059837	Partnership	974.62	600.70	30.50	100.00	(b) (3) (bb)
5810-27-092908	Individual	216.28	257.69	24.20	250.00	(b) (3) (bb)
6410-27-085981	Corporation	1,031.89	258.03		300.00	(c)
1510-27-035764	Corporation	76.60	105.47		76.60	(b) (3) (cc)
5090-19-085544	Corporation	316.53	73.41		175.00	(b) (2) (aa)
5250-83-062879	Partnership	779.27	617.24	21.90	784.27	(b) (1) (bb)
8210-19-050756	Corporation	557.82	112.86		300.00	(b) (2) (aa)
4210-80-048669	Individual	562.93	152.38	6.25	600.00	(b) (3) (bb)
5411-19-038406	Corporation	987.27	194.93		730.63	(b) (2) (aa)
2042-72-022287	Corporation	1,198.12	364.00	28.50	1,200.00	(b) (3) (aa)
0720-34-093361	Partnership	2,267.60	585.76		1,300.00	(b) (2) (aa)
4210-55-092769	Corporation	8,717.69	1,898.00		5,000.00	(b) (2) (aa)
4210-55-002815	Individual	1,240.60	588.58		500.00	(b) (2) (aa)
7920-46-093063	Individual	3,693.49	828.81		2,000.00	(b) (2) (aa)
Totals		\$38,412.15	\$15,284.72	\$494.15	\$25,178.56	

Directory Of Offices

Office	Tel. No.	Counties Served
Albert Lea*	(507) 373-3951	Freeborn
Alexandria*	(612) 763-3188	Douglas, Pope, Stevens
WIN ¹	(612) 763-3188	Grant, Douglas, Pope, Stevens, Traverse
Austin*	(507) 433-3457	Mower
Bemidji*	(218) 755-2936	Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnommen, N. Cass
WIN	(218) 755-2936	Beltrami, Clearwater, Hubbard, Mahnommen, N. Cass
Brainerd*	(218) 829-2881	Crow Wing, South Cass
WIN	(218) 829-1735	
Crookston*	(218) 281-3593	Norman, Polk
Duluth*	(218) 723-4730	Carlton, Crook, Lake, South St. Louis
WIN	(218) 723-4608	Carlton, South St. Louis
Ely*	(218) 365-3177	NE St. Louis, NW Lake
Fairmont*	(507) 235-5518	Martin, Faribault
Faribault*	(507) 334-5531	Rice, Part of Goodhue
WIN		
Fergus Falls*	(218) 739-2295	Ottertail, Wilkin, Grant, Traverse
Grand Rapids*	(218) 326-6669	Itasca, Aitkin
WIN		
Hibbing*	(218) 263-3644	West Central St. Louis, Itasca
International Falls*	(218) 283-2641	Koochiching
Little Falls*	(612) 632-5427	Morrison, Todd, Wadena
WIN		
Mankato*	(507) 389-6723	Blue Earth, Le Sueur, Nicollet, Waseca
WIN		
Marshall*	(507) 537-6236	Lincoln, Lyon, Pipestone, Redwood
Montevideo*	(612) 269-8819	Chippewa, Big Stone, Lac qui Parle, Yellow Medicine
Moorhead*	(218) 236-2191	Clay, Becker
WIN		
Mora*	(612) 679-3611	Chisago, Isanti, Kanabec, Mille Lacs, Pine
New Ulm*	(507) 354-3138	Brown, Sibley, Watonwan
Owatonna*	(507) 451-5774	Steele
Red Wing*	(612) 388-3526	Goodhue, Part of Wabasha
Rochester*	(507) 288-1756	Dodge, Olmsted, Part of Fillmore
WIN		
St. Cloud*	(612) 255-3266	Benton, Stearns, Sherburne, Wright
Thief River Falls*	(218) 681-1100	Kittson, Marshall, Red Lake, Roseau, Pennington
Virginia*	(218) 741-6996	NW and East Central St. Louis
WIN		
Willmar*	(612) 235-3222	Kandiyohi, McLeod, Meeker, Renville
Winona*	(507) 457-2950	Houston, Wabasha, Winona, NE Fillmore
Worthington*	(507) 376-3116	Cottonwood, Jackson, Murray, Nobles

* Employment Service and Unemployment Insurance office

¹ Work Incentive program

Above listing includes only full-time officers



Twin Cities Metropolitan Area Offices

Office	Tel. No.	Counties Served
Bloomington		
Employment Service	(612) 884-7405	W. Dakota, S.E. Hennepin, E. Scott
Burnsville	(612) 890-8758	
Unemployment Insurance	(612) 884-8263	
Fridley		
Employment Service	(612) 786-9851	Hennepin, Anoka
Unemployment Insurance	(612) 786-6040	
Hopkins		
Employment Service	(612) 935-5521	Part of Hennepin, Carver, Anoka, Scott
Anoka	(612) 427-5440	
Unemployment Insurance	(612) 935-5521	
Minneapolis		
Employment Service		
Downtown Office	(612) 333-0192	Hennepin
Concentrated Employment	(612) 827-6151	(Minneapolis, Model City Area)
Northside	(612) 348-4777	
Manpower Training Skills Center	(612) 348-4046	
Minneapolis Area WIN	(612) 348-6502	
Anoka WIN	(612) 427-5440	
Bloomington WIN	(612) 881-6844	
Apprenticeship Information	(612) 333-0192	
Unemployment Insurance	(612) 333-0192	
St. Paul		
Employment Service		
Downtown Office	(612) 227-7301	Ramsey, Dakota, Washington
West Side	(612) 226-1035	
Rosemount	(612) 423-3500	
Roseville	(612) 631-2566	(Village of Roseville and vicinity)
Hastings	(612) 437-2032	Part of Dakota
Hillcrest	(612) 770-3896	
Martin Luther King Center	(612) 224-4601	(St. Paul, Model City Area)
Midway	(612) 645-0875	
South St. Paul	(612) 455-2271	
Stillwater	(612) 439-6886	
St. Paul Technical-Vocational Institute	(612) 227-9121	
St. Paul Area WIN	(612) 298-5365	
Stillwater WIN	(612) 439-6886	
Apprenticeship Information	(612) 227-7301	
Unemployment Insurance	(612) 296-8221	