

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to the Department of Labor + Industry
(Agency or Board)

Regulation No. FEA 1 thru 54 (repealed + new)

Subject: Fee Employment Agencies

Department of Administration
Publication, Central Services Division
Documents Section
140 Centennial Office Building
St. Paul, Minnesota 55155
Telephone: (612) 296-2874

FILED
RICHARD L. BRUBACHER
Commissioner of Administration

DEC 13 1974 3:10 pm

BY Eda Staudenmaier
AUTH. SIGNATURE EJ

Stamped and filed with the Secretary of State 12-13-74

Rev. 9-72

RULES AND REGULATIONS PURSUANT TO MINNESOTA STATUTES, CHAPTER 184, FEE EMPLOYMENT AGENCIES

Chapter One

DEFINITIONS

For purposes of those provisions of law relating to Fee Employment Agencies including Minnesota Statutes § 184.01 et seq. the following terms shall have the meanings given to them.

FEA 1: Accept. Accept means that the applicant has agreed with the employer on a specific position, wages, hours, working conditions and a specific starting date and has signed an acceptance form in which the agency has designated the terms of the acceptance. Within three week-days of signing the acceptance form, the applicant may withdraw the acceptance by notifying the agency in writing, provided that the applicant did not actually start the job. The three day withdrawal period does not apply if the total fee is paid directly to the agency by the employer.

FEA 2: Method of Payment. "Method of Payment" means the specific procedure for paying the agency's placement fee after the placement is made. Method of payment must be stated in bold face type on the contract and be consistent with the disclosure requirements of the federal Truth-In-Lending Act, Regulation Z.

FEA 3: Fee Status. "Fee Status" is the designation on the job order which describes the fee liability for placement. The designation shall be limited to one of the following terms:

(a) "FEE PAID" or "EMPLOYER-PAID FEE" means that the employer has agreed to pay the entire fee directly to the agency.
(b) "FEE REIMBURSED" means that the applicant shall pay the fee to the agency and shall subsequently be paid back by the employer. If reimbursement is to be only partial, it must be so specified.
(c) "SPLIT FEE" means that the applicant and employer shall each pay a specified proportion of the fee to the agency.
(d) "APPLICANT-PAID FEE" means that the entire fee shall be the responsibility of the applicant.
(e) "FEE NEGOTIABLE" means that the employer has stated that he and the applicant will confer to settle the matter of fee responsibility prior to the acceptance of a job.
(f) "CONDITIONAL FEE PAID" means that the employer has agreed to pay the fee but will require a separate fee-liability agreement with the applicant.

FEA 4: Misconduct. Misconduct is defined as a willful action involving assault and battery, an immoral act, the malicious destruction of property, the theft of money or property or other conduct which markedly interferes with and adversely affects the individual's employment. The following also constitutes misconduct:

(a) Excessive absenteeism;

(b) Excessive tardiness;

(c) Refusal to comply with orders of superiors;

(d) Violation of known and acknowledged company rules;

(e) Falsification of records;

(f) Drinking on the job;

(g) Sleeping on the job.

FEA 5-6: Reserved for Future Use.

FEA 7: Persons to be Licensed. An employment agency license shall be obtained by any individual or entity whose agents operate in Minnesota as described in M. S. 184.21, Subdivision 2, irrespective of whether such operations are on a short-term or a transient basis.

FEA 8: Examination by Department.

The department shall examine the recruitment, search, counseling, and/or placement activities of a business in order to determine whether an employment agent's license shall be obtained. After considering its findings and any recommendations of the Employment Agency Advisory Board, the department shall decide whether an employment agency license shall be required.

FEA 9: Forms. Application for an employment agency license shall be on forms approved and supplied by the department. Bonds shall be on forms approved and supplied by the department.

FEA 10: Agency Name. Only one name may be used per agency license. This will not prohibit an agency from applying for more than one license per location. Each application must be accompanied by the appropriate bond and fees. A corporation may operate and do business only under its corporate name.

FEA 11: Agency License. An agency shall not commence operations until a license has been formally issued by the department. Existing agencies applying for an additional license are not exempt from this provision.

FEA 12: Licensure Relating to Temporary Help Services.

An organization that hires persons to work in temporary positions for employers who are clients of that organization is a temporary help service. If at any time a fee, other than liquidated damages due under an agreement between the service and the company, is charged by such organization for the permanent placement of individuals, then that organization is operating as a fee employment agency and shall be licensed as such.

FEA 13: License Endorsement. An employment agent shall return to the department within five calendar days the license of any manager or counselor who leaves the employ of that agent. An employment agent requesting consent to operate at a place other than that specified in the license shall return the license to the department for endorsement no less than 10 calendar days prior to the requested date of change, along with a new bond or bond rider covering the change of address.

CONTRACT AND ACCEPTANCE FORMS

FEA 14: Form of Contract. Contract and acceptance forms shall contain uniform provisions and shall follow standards adopted by the department. All contracts shall be printed on letter size paper (8½ x 11) in 8-point type size or larger.

FEA 15: Standard Language. It shall be provided in bold face type:

(a) at the top of all contracts "Legal Contract--Read and Understand."

(b) on all contracts and acceptance forms that "All agreements and contracts are subject to the rules of the Department of Labor and Industry and the laws of the State of Minnesota."

(c) directly above the signature line on all contracts "I have read and understand the above contract. I have discussed this contract with a representative of the agency and have received a duplicate."

FEA 16: Fee Information on Contracts.

Applicant contracts shall contain the following statements:

(a) I understand that a fee shall be due if I accept the position I am referred to or any position the employer offers me within 90 calendar days of the last contact between the agency and the company in reference to me. The fee shall be based on the position accepted. The agency shall inform me of all contacts made subsequent to my interviews with the employer.

(b) I understand that if an employer I am referred to sends me to another employer, whose job I accept, a fee is due.

(c) I understand that if I am referred to the same position by two agencies, the fee shall be due the agent who first described the specific opening and gave the name of the employer, provided the interview with the employer is arranged by the agent within 10 calendar days.

(d) I understand that if I voluntarily leave a fee paid or split fee position after 90 calendar days of employment or am terminated at any time for any reason other than misconduct, the agency shall not demand any money from me because of refunds to the employer.

(e) I understand that if the agency sends an employer my resume and I contact that employer on my own before being notified of the agency contact, I am not obligated to the agency for a fee unless I specifically request that the agency pursue this particular contact.

Where the applicant undertakes no fee liability of any nature, the contrac as an alternative to a-e above, may read: "I understand that I am not liable for any fee and that compensation to the agency is to be settled between the employer and the agency."

FEA 17: Acceptance Form Standards. The acceptance form to be signed by the applicant shall contain the following information:

(a) title of job accepted

(b) company name and address

(c) salary

(d) hours

(e) job description

(f) training to be received if a trainee position

(g) starting date

(h) acceptance date

(i) name of counselor making placement

(j) job order number referred on

(k) fee status, including description of

(1) exact fee arrangements for fee reimbursed or split fee position

(2) the amount of the fee

(3) the percentage rate according to the fee schedule

(4) the carrying charges or interest; if applicable.

FEA 18-21: Reserved for Future Use.

FEA 22: Fee Determination. The following terms and methods shall be used in determining amount of fee due:

(a) "One month's wages" (or "salaries" or "earnings"), when used to determine an agency's fees, means four and one-third weeks' gross income minus overtime income, tips or gratuities, traveling expense and other expense actually incurred in producing income.

(b) A fee based on an annual salary is to be calculated upon the first month's (four and one-third weeks) salary times twelve. A fee based on a monthly salary is to be calculated only on the first month's salary.

(c) Gross income based totally or partially on commissions or bonuses is the average monthly income of the applicant during the twelve months of employment, or during the agreed period of employment. A fee shall be based upon actual gross earnings if employment is terminated before the end of the time fixed in the agreement.

(d) A fee shall be based on salary received for only the first forty hours per week of employment. Executive, administrative, and professional positions as defined by regulations issued pursuant to the Minnesota Fair Labor Standards Act (MN Statute 177 - Rules and Regulations LS 15) are excluded from this provision.

FEA 23: Fee Deducted from Salary. No employment contract shall authorize the employer to deduct from the salary of the applicant any installments of the fee. An authorization for deductions from the applicant's salary shall be a separate and distinct agreement.

FEA 24: Misrepresentation. An applicant shall not be liable for the agency fee if there is a misrepresentation of any material factor by the employer or by the agency. An applicant is not released from the liability for the fee if the job is retained. A material factor is one which constitutes substantially and mainly whether a job would have been accepted if that factor was lacking or was different than stated.

FEA 25: Refunds. When a job which is presumed permanent becomes temporary, any refund due the applicant shall be remitted within five calendar days. The monies shall not be retained by the agency in the anticipation of finding another job for the applicant.

FEA 26: Fee Paid Liability. No contract shall provide that an applicant who has accepted a fee paid job is obligated to terminate that position or accept the fee liability if the agency is unable to collect the fee from the employer.

FEA 27: Two Referrals to Same Employer. When an applicant is referred to an employer for a position to which he is not employed, and another agent refers the same applicant to the same employer for another position to which he is employed, the fee is payable to the second agent.

FEA 28: Applicant Fee Collection. No fee or portion of a fee shall be collected from an applicant before the agreed upon starting date.

FEA 29-34: Reserved for Future Use.

JOB ORDERS

FEA 35: Job Order Form. The following information must be contained on the job order form for each bona fide job order:

(a) A sequential job order number. Each job order shall have its own number, which is to be included in any advertisement for that job. The word "job" and symbol "#" must precede the job order number in a written advertisement. Advertising via other media, including telephone answering devices, shall indicate appropriate job order numbers. Any simple system involving letters and numbers may be used, providing it allows rapid retrieval of the job order in question.
(b) date order received. A "standing job order" shall be reaffirmed with the employer on a monthly basis.
(c) person who received order.
(d) method by which order received. This includes phone, mail, face-to-face, or other method.
(e) job title. The title used by the employer is considered the job title.
(f) job description, containing primary duties.
(g) company name.
(h) company address.
(i) company phone number.
(j) contact person (s), including name of person who gave the order and person to contact for interview.
(k) minimum starting salary.
(l) maximum starting salary.
(m) benefits offered.
(n) skills required.
(o) educational requirement.
(p) type and amount of experience required.
(q) days and hours of work, including shifts.
(r) special post-hire training, if any. This relates to any promises concerning training to be received by the applicant as a new employee. The nature of the various training areas must be specified.
(s) job availability date.
(t) fee status. One of the following terms shall be used to indicate the fee status:

(1) FEE PAID or EMPLOYER-PAID FEE;
(2) FEE REIMBURSED;
(3) SPLIT FEE;
(4) APPLICANT-PAID FEE;
(5) FEE NEGOTIABLE;
(6) CONDITIONAL FEE PAID.

FEA 36: Experts as Representatives of Employers. When an employer requests an expert in an occupation to suggest suitable persons for employment and the expert requests an employment agent to refer applicants for such a position, the expert shall be deemed the representative of the employer and the request to the employment agent is considered a bona fide job order from the employer.

FEA 37-40: Reserved for Future Use.

FEA 41: Copy of Rules and Law to Manager and Counselors.
No employment agency owner shall fail to provide the manager and counselors with a copy of the employment agency law and the published rules and regulations currently in force.

FEA 42: Contract Requirement. A contract is required between the applicant and the agency whether the fee is paid by the employer or by the applicant. The applicant shall be given a duplicate of all agreements between the applicant and the agency, including the contract and acceptance form.

FEA 43: Separate Agreement with Employer.
An agent may negotiate a separate agreement with an employer for special services regarding recruitment, search, screening, referral, and placement, provided that the separate agreement does not violate the law or these rules and regulations.

FEA 44: Display of Licenses. Each manager or counselor shall display his license in a conspicuous place on or near his desk.

FEA 45: Use of Name Other Than That on License.
No employment agency, manager or counselor shall use any name in the conduct of business or advertising other than that name which appears on the license.

FEA 46: Advertising. Every ad for a job opening which is placed with a newspaper or other advertising medium shall be checked by the employment agency with the employer when placed to ascertain that the job order is current and unchanged. Any knowledge received before the last cancelation time that the job is no longer available or is changed in natur shall be reflected in the ad.

FEA 47: Prohibited Activities in Connection with an Agency.

An employment agency shall not be conducted in connection with any other activity in which a charge is made to the applicant for personal service, except vocational training schools licensed or accredited by the State Department of Education. This rule does not prevent the separate operation of a temporary help service at the same office or an office adjacent to a licensed employment agency, provided that any permanent placement activities are conducted by an employment agent licensed in accordance with the law and these rules and regulations.

FEA 48-51: Reserved for Future Use.

FEA 52: Repeal of Prior Rules. Upon the effective date of these rules, the rules of the Department of Labor and Industry entitled LIE 1 through LIE 47, filed January 15, 1971 are repealed.

FEA 53: Information To Be Furnished The Department. Information which is needed to administer the provisions of Chapter 184 and Chapter 175 shall be furnished the department upon its request. A request for information shall state the need for such information. Each agency shall, within 10 calendar days, supply the requested information or file a written statement explaining why it is not submitting the information.

FEA 54: Annual RECORD OF SERVICE Report. A Record of Service shall be maintained in a separate ledger in the office of each employment agency for a period of three years and shall contain the information required by M. S. 184.38, subd. 5. Each agency shall submit annually to the Department with its agency license renewal application, a summary of the above record which contains the following information for the preceding year:

(a) total applicants placed;

(b) total annual salaries of placements;

(c) total amount of fees collected.

The individual summary shall be used solely for compilation of statistical data for the employment industry as a whole.

The summary shall be submitted on a form provided by the department which shall make provision for its protection from usage inconsistent with its purpose.

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
DEC 13 1974 2:10 pm
BY Eda Staudenmaier
AUTH. SIGNATURE

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 13 1974 2:05 PM
Arlen I. Erdahl
Secretary of State

APPROVED AS TO FORM AND LEGALITY
12/12 1974
WARREN SPANNAUS, ATTORNEY GENERAL
BY
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

STATEMENT OF COMPLIANCE WITH MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Jon K. Murphy, do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed subject to the following exception:

1. The public hearing on Fee Employment Agencies was held the same day as the public hearing for Child Labor Regulations. Only one mailing list from the Secretary of State's office was utilized for mailing for both hearings. The original was introduced at the Child Labor hearing. Therefore, a copy of that list and the Secretary's certificate were introduced at the Fee Employment hearing together with an additional affidavit attesting to the utilization of the same list for both hearings.

Jon K Murphy
Special Assistant Attorney General

Dated: 11-21-'74

Subscribed and sworn to before me this 21 day of November, 1974.

Raymond O. Adel
Notary Public

RAYMOND O. ADEL
NOTARY PUBLIC - MINNESOTA
HENNEPIN COUNTY
My Comm. Expires Sept. 3, 1976

STATE OF MINNESOTA

COUNTY OF RAMSEY

State Ex'l

BEFORE E. I. MALONE

COMMISSIONER OF LABOR & INDUSTRY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Fee Employment Agencies.

ORDER FOR HEARING

To effectively implement Minnesota Statutes, Chapter 184, as amended, the Commissioner of the Department of Labor and Industry deems it necessary to consider adoption of the proposed rules captioned above pursuant to the authority vested in me by Minn. Stat. § 184.24 (1971).

NOW, THEREFORE, IT IS ORDERED this 6th day of August, 1974, that a public hearing on the proposed rules captioned above be held at the State Office Building Auditorium, St. Paul, Minnesota, on September 12, 1974, commencing at 1:00 P.M., and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard.

IT IS FURTHER ORDERED, that notice of said hearing be given to all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose and all persons who are presently members of the Minnesota Legislature.

STATE OF MINNESOTA
Department of Labor and Industry

E. I. Malone

E. I. Malone, Commissioner

Stat. Ext

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE E. I. MALONE, COMMISSIONER

DEPARTMENT OF LABOR AND INDUSTRY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Fee Employment Agencies.

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to Minn. Stat. s 15.0412, Subd. 4, (1971) and Minn. Stat. s 184.24 (1971), in the above-entitled matter, at the State Office Building Auditorium, St. Paul, Minnesota, on September 12, 1974, commencing at 1:00 P.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed rules captioned above by submitting either oral or written data, statements, or arguments. Statements or briefs may be submitted without appearing at the hearing by mailing to the Department of Labor and Industry, 500 Space Center Building, 444 Lafayette Road, St. Paul, Minnesota, 55101, at any time prior to the closing of the record. The record shall close at 4:30 P.M., on October 2, 1974.

The Commissioner proposes to adopt rules and regulations relating to:

1. Definitions.
2. Licensing and Bonding.
3. Contracts with Applicants.
4. Fees.
5. Job Orders.
6. Agency Practices.
7. Supervision and Investigation.

Copies of the proposed rules are now available and may be obtained by writing to the Director, Fair Labor Standards Division, Department of Labor and Industry, 500 Space Center Building, 444 Lafayette Road, St. Paul, Minnesota, 55101. Additional copies will be available at the door on the date of the hearing.

STATE OF MINNESOTA
Department of Labor and Industry

E. I. Malone

E. I. Malone, Commissioner

Dated this 6th day of August, 1974.

STATE OF MINNESOTA

COUNTY OF RAMSEY

State Ex 3

MINNESOTA DEPARTMENT

OF LABOR AND INDUSTRY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Fee Employment Agencies.

AFFIDAVIT OF ACQUISITION OF MAILING LIST

Kurt G. O. Pinke, being duly sworn on oath deposes and says:

1) I am an employee of the Fair Labor Standards Division of the State of Minnesota.

2) On the 2nd day of August, 1974, I went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M. S. 15.0412.

3) That on the 2nd day of August, 1974, in response to the above request, the Secretary of State provided me with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Kurt G. O. Pinke

Subscribed and sworn to before me this 9th day of August, 1974.

Lloyd E Willie

Notary Public

LLOYD WILLIE
Notary Public, Goodhue County, Minn.
My Commission Expires Mar. 13, 1975.

STATE OF MINNESOTA

COUNTY OF RAMSEY

State Ex 4

MINNESOTA DEPARTMENT

OF LABOR AND INDUSTRY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Fee Employment Agencies,

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Child Labor Standards.

AFFIDAVIT OF

KURT G. O. PINKE

KURT G. O. PINKE, being first duly sworn on oath deposes and says:

1. I am an employee of the Fair Labor Standards Division of the State of Minnesota.

2. On the 2nd day of August, I went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3. That the purpose of said request was to issue notices for two separate hearings to be conducted on September 12, 1974, one hearing pertaining to the adoption of child labor regulations, and one pertaining to the adoption of fee employment agency regulations.

4. That the Secretary of State provided the list requested, a copy of which is hereto attached.

5. That notices of both hearings were mailed to each person on the Secretary of State's list.

6. That the original certificate of the Secretary of State, dated August 2, 1974, has been incorporated into the record for the public hearing on child labor regulations held on September 12, 1974.

7. That the attached Exhibit "A" is a true and correct copy of the Secretary of State's Certificate signed on August 2, 1974.

Further affiant sayeth not.

Kurt G. O. Pinke

Subscribed and sworn to before me this 12th day of Sept., 1974.

Elizabeth Miller

Notary Public

ELIZABETH MILLER
Notary Public, Ramsey County, Minn.
My Commission Expires Feb. 23, 1976

Exhibit A

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Child Labor Standards.

CERTIFICATE

I hereby certify that the attached 376 labels and 3½ sheets constitute the complete list of persons, associations, and other interested groups who as of 2:30 o'clock P.M., this 2nd day of August, 1974, have requested pursuant to M.S. 1973 Sec. 15.0421, that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

Arlen I. Eardahl

ARLEN I. EARDAHL
Secretary of State

By Neil Dunn

ALLEN CLAUDE T
1200 N W BK BLDG
ST PAUL MN
55101

ALTMAN MILTON H
707 DEGREE OF HONOR BLD
ST PAUL MN
55101

ANCHOR BLOCK COMPANY
PO BOX 3360
ST PAUL MN
55165

ANDERSON GRAHAM
951 E HENN
MPLS MN
55414

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ANTHONY R.S. E.L.M.
1222 FOURTH ST. S.E.
MINNEAPOLIS MN
55414

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

ASMUSSEN,DENNIS,MPIRG
3036 UNIV AVE SE
MPLS MN
55414

AUTOMOBILE MFRS ASSN INC
55 SHERBURNE AVE
ST PAUL MN
55103

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BARKER KENT
8100 34TH AVE SO
MPLS MN
55420

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

BELISLE JON
2040 WILSON #28
ST PAUL MN
55119

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BEST FLANAGAN ET AL
1ST NATL BANK BLDG
MPLS MN
55402

BREHL JAMES W
332 HAMM BLDG
ST PAUL MN
55102

BRIGGS & MORGAN - B F FRI
2200 W 1ST NATL BK BLDG
ST PAUL MN
55101

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

BROWN D M GOODRIDGE PUB S
IND DIST #561
GOODRIDGE MN
56725

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

BUR.ENGR.IND.DIV. MR.KIBI
219 N. 2ND ST.
MPLS. MN

CAIN RUTH
730 E 38TH ST
MPLS MN
55407

CARPENTER MRS MARY LEE
DOW CHEMICAL 47 BLDG
MIDLAND MICH.
48640

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

ALBERT,AA CALDER CORP
366 JACKSON ST
ST PAUL MN
55101

AM CAMPING ASSN MRS LEACOCK
1235 BRIGHTON SQ
NEW BRIGHTON MN
55112

AM INST PROF GEOLOGISTS
2201 PRINCETON AVE
ST PAUL MN
55105

ANDERSON HERBERT
418 8TH ST. SO.
VIRGINIA MN
55792

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ARMOUR AND COMPANY
UNION STOCK YARDS
SO ST PAUL MN
55075

ARROWHEAD REGIONAL DEV COMM
900 ALWORTH BLDG
DULUTH MN
55802

ASSOCIATED INDUST OF MPLS
NATIONAL BLDG
MPLS MN
55402

ASSN OF MINN COUNTIES
55 SHERBURNE AVE #203
ST PAUL MN
55103

BABCOCK LOCHER NELSON ET AL
118 E MAIN ST
ANOKA MN
55303

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARTHOLOW HAROLD E FIRE CHF
2600 109 AVE N W
COON RAPIDS MN
55433

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BEMIDJI STATE COLLEGE
PLACEMENT BUR.J.C.BRADY
BEMIDJI MN
56601

BENSONI PETER USW OF AM.
609 PROVIDENCE BLDG.
DULUTH MN

BEUTEL ROBERT
BOX 1205
ST CLOUD MN
56301

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BRIGHAM E M III
RR4
RED WING MN
55066

BROEKER JOHN
2850METRO DR. SUITE 504
BLOOMINGTON MN
55420

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

BRUNING C.R.DEPT.CLINIC.EXP.
BURTON HALL
MPLS. MN
55455

BUR NATL AFFAIRS INC
1231 25TH ST NW
WASHINGTON DC
20037

BUSCH NOEL
3131 FERNBROOK LANE N
MPLS MN
55441

CAIRNS JOHN A
1460 NW BK BLDG
MPLS MN
55402

CARLSON CARL L
7516 80TH ST S
COTTAGE GROVE MN
55016

CENTRAL BUSINESS DATA
BENSON RADIO [redacted] CADE BLD
BENSON MN
56215

CHAMBER OF COMMERCE
30 S[redacted] ST AVE EAST
ELY MN
55731

CHERCHES CHRIS CITY MGR
5005 MTKA BLVD
ST LOUIS PARK MN
55416

CHRISTIAN SCI COMM ON PUB
1821 UNIV AVE SUITE 271
ST PAUL MN
55104

CLARKSON J.B.
2350 I.D.S. CENTER
MINNEAPOLIS MN
55402

CLAUSEN PHILLIP
2255 PRESCILLA ST
ST PAUL MN
55108

COMMUNITY DESIGN CENTER
118 E 26TH ST
MPLS MN
55404

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

COX AND KING
600 BUILDERS EXCH
MPLS MN
55402

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

DAILEY THOS M
E-1500 1ST NATL BK BLDG
ST PAUL MN
55101

DANFORTH & ALLEN
731 NW BANK BLDG
MPLS MN
55402

DAYTON CHAS SIERRA CLUB
400 ROANOKE
MPLS MN
55402

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DOUGLASS BELL
525 OSBORN BLDG
ST PAUL MN
55102

DOYTON MAURICE, MET SEWER BD
350 METRO SQ BLDG
ST PAUL MN
55101

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

ELDRED R W ARMOUR & CO
UNION STOCK YARDS
SO ST PAUL MN
55075

ELMER EDWIN W
2901 PLEASANT AVE
MPLS MN
55408

ENV SERV-GEN RESOU[redacted]E CORP
6340 INDUSTRIAL DR
HOPKINS MN
55343

ERDMAN ROGER TENNANT CO
701 N LILAC DR
MPLS MN
55441

EVANS CHAS.L. PRENTICE-HALL
ENGELWOOD CLIFFS
NEW JERSEY

EVERETT JERRY NW PETRO ASSN
512 NICOLLET MALL RM917
MPLS MN
55402

FAEGRE & BENSON ATTN LIBR
1260 NW BANK BLDG
MPLS MN
55402

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

CHAMBERLAIN WARREN D
887 SW 4TH AVE
FARIBAULT MN
55021

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

CITIZENS LEAGUE
530 SYNDICATE BLDG
MPLS MN
55402

COLEMAN NICHOLAS D
700 LINWOOD AVE
ST PAUL MN
55105

COLLIN LAURENCE
RT 2
ISANTI MN
55040

CONSUMER SERVICES DEPT COMM
230 STATE OFF BLDG
ST PAUL MN
55101

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

DUDLEY E H,
RT 7 BOX 122
EXCELSIOR MN
55331

DUNN OLIVER PLUMBERS LOC
708 SO 10TH ST
MPLS MN
55404

EDINA FIRE D JAMES MCNELLIS
4801 W 50TH ST
EDINA MN
55424

ELDER DR JAMES B
11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

EMP HANDICAPPED PERSONS C
527 JACKSON RM 227
ST PAUL MN
55101

ERNEST K LEHMANN & ASSOC.
1409 WILLOW ST.
MPLS MN
55403

ESSE KENNETH
4801 W 50TH ST
EDINA MN
55424

EWALD DOUGLAS MINN HOSP ASSN
2333 UNIV AVE SE
MPLS MN
55414

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

FELHABER R S
W 1ST NATL BANK BLDG
ST PAUL MN
55101

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FELHABER R S
W 1ST NATL BANK BLDG
ST PAUL MN
55101

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FLETCHER RONALD
7900 XERXES AVE S
MPLS MN
55431

FITZGERALD DR BOB
3007 LYNDALE AVE SO
MPLS MN
55408

FRANKLIN ROBERT B MPLS TRIB
426 PORTLAND
MPLS MN
55415

FREDIN CONRAD M
811 FIRST NATL BK BLDG
DULUTH MN
55802

GALVIN M J JR
W2162 1ST NATL BK BLDG
ST PAUL MN
55101

GEO A HORMEL & CO LAW DEPT
PO BOX 800
AUSTIN MN
55912

GEORGE K GRANSE CO
1477 SELBY AVE
ST PAUL MN
55104

GLEN. HILLS HOSP.R.VAN HAUER
3901 GOLDEN VALLEY RD.
MPLS. MN
55422

GODIN RALPH J
3824 47TH AVE SO
MPLS MN
55406

GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

GREEN GARY J
41 SHERBURNE AVE
ST PAUL MN
55102

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HALLBERG LEE & MCCABE
4927 34TH AVE S
MPLS MN
55417

HAYES,THOMAS W
700 SELLWOOD BLG
DULUTH MN
55812

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HEINTZ MARY ELLEN
PO BOX 599
CINCINNATI OH
45201

HINRICHSEN PATRICK
MANKATO FREE PRESS
MANKATO MN
56001

HOPKINS WM.B. DIR.MISCCA
3915 GOLDEN VALLEY ROAD
GOLDEN VALLEY MN
55422

HOUSE ED STANDING SUB COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HULSTRAND ANDERSON & LARS
PO BOX 130
WILLMAR MN
56201

HUNT MRS CHAS L MECCA
26 E EXCH CENTRAL MANOR
ST PAUL MN
55101

HUNT JAMES P JR
11470 GALTIER DR
BURNSVILLE MN
55378

FAEGRE & BENSON ATTN LI R
1260 NW BANK BLDG
MPLS MN
55402

FINNEGAN J.R.
55 E. 4TH
ST.PAUL MN
55101

FLEMING FREDERICK A
1860 HIGHLAND PARKWAY
ST PAUL MN
55116

FORBES GORDON MINN RRS ASSN
203 HANOVER 480 CEDAR
ST PAUL MN
55101

FOX W.E. LINDQUIST & VENNUM
4200 IDSCTR 80 S.8TH ST
MINNEAPOLIS MN
55402

FURLONG DR JOHN
RT 1
BOVEY MN
55709

F W WOOLWORTH CO
3316 W 66TH ST
EDINA MN
55424

GAS HUT INC
4940 VIKING DR
MINNEAPOLIS MN
55435

GEBERT K L
220 GRAIN EXCH
MPLS MN
55415

GIEL DAVID
RM B-28 STATE CAPITOL
ST PAUL MN
55155

GLEESON MICHAEL
909 SOC SC BLDG U OF M
MPLS MN
55455

GRAHAM THOS H
854 MIDLAND BK BLDG
MPLS MN
55401

GRANATH MARVIN --HONEYWELL
2701 4TH AVE SO
MPLS MN
55408

Minnesota Vet. Med. Assn.
~~MINNESOTA VET MED~~
24 S 6TH ST
MPLS MN
55402

GUSTAFSON WALLACE
BOX 567
WILLMAR MN
56201

HANSON ETHEL
2813 85TH AVE N
MPLS MN
55444

HARVEY MICHAEL
1390 W M HAHA PKWY
MPLS MN
55409

HESS DONALD MIDWEST PLANNING
2101 HENN BLDG
MPLS MN
55405

HARTFELDT WILL
415 HAMM BLDG 6TH ST
ST PAUL MN
55102

HICHINGER-MARK PLANNING
421 WABASHA ST
ST PAUL MN
55102

HILL JIM ASSOC.MILK PROD.
7850 METRO PARKWAY
MINNEAPOLIS MN
55420

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HULTMAN WARREN R
C/O BARBAROSSA P.A.
OSSEO MN
55369

HUMAN RIGHTS DEPT
60 STATE OFF BLDG
ST PAUL MN
55101

HULTMAN WARREN R
C/O BARBAROSSA R3
OSSEO MN
55369

HUMAN RIGHTS DEPT
60 STATE OFF BLDG
ST PAUL MN
55101

HUTCHISON R.M. ANOKA CO.COMP
COURT HOUSE
ANOKA MN
55303

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

IUOE LOC 49 CHAS SWENSON
2580 UNIV AVE
ST PAUL MN
55101

IZAAK WALTON LEAGUE MN DIV
106 TIMES BLDG 57 S 4TH
MPLS MN
55401

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

JOHNSON & SANDERSON
ST MARYS HOSPITAL
ROCHESTER MN
55901

KABLE RICHARD W

BETHEL MN
55006

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

KING, TIMOTHY
3333 OAKLAND AVE S
MPLS MN
55407

KNUTSON DR KEITH, BIOLOGY DPT
ST CLOUD STATE
ST CLOUD MN
56301

KNUTSON R N GRANNIS ETAL
F J SCHULT BLDG
ST ST PAUL MN
55075

KORTZ MRS LOUISE
1064 FOREST HILLS DR SW
ROCHESTER MN
55901

LANSING & OAKES
400 SIBLEY ST
ST PAUL MN
55101

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LAUNDERERS&DRY CLEANERS ASSN
W 1ST NATL BK BLDG
ST PAUL MN
55101

LEAGUE MN MUNIC
~~300 Hanover Bldg~~
~~St Paul MN~~
~~55101~~
480 Cedar St

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

MCDONALD PHILIP M
2077 SELBY AVE
ST PAUL MN

HUNT MRS CHAS L MEC
26 E EXCH CENTRAL MANOR
ST PAUL MN
55101

HUNT JAMES JR
11470 GALTIER DR
BURNSVILLE MN
55378

INGEBRIGTSEN DR K H
23 SE 4TH ST
MPLS MN
55414

INGVALSON VERN MN.FARM BU
3110 WOODDALE DR PO 337
OST PAUL MN
55165

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

IVERSON GARY L
1212 PIONEER BLDG
ST PAUL MN
55101

JACKMAN DONALD G
4023 E LAKE ST
MPLS MN
55406

JENOS INC
525 LAKE AVE SO
DULUTH MN
55801

JOHNSON M.D. FRUNDT & FRUNDT

BLUE EARTH MN
56013

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

KANE ANTHONY
176 E FIFTH ST
ST PAUL MN
55101

KEENAN RICHARD J
4444 IDS BLDG
MPLS MN
55402

KLUZ STEVEN J
1910 1ST NATL BK BLDG
MPLS MN
55402

KNOWLES, LARRY D
8025 33RD AVE N
CRYSTAL MN
55427

KOLLER MR & MRS ERWIN A
1568 DULUTH ST
ST PAUL MN
55108

KOPP MRS VERNON
2050 65TH ST E
INVER GR HGHT MN
55075

LAKE SUPERIOR INDUSTRIAL BUR
828 FIRST AM. BK. BLDG.
DULUTH MN
55802

LANAHAN E F - SIBLEY CO
184 E 6TH ST
ST PAUL MN
55101

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LARSON HANS P DIV HOSP SE
717 DELAWARE ST SE
MPLS MN
55440

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LINDALL & JONATHAN DEVELO
VILLAGE ONE CENTER
CHASKA MN
55318

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

LYNCH DONALD SIBLEY CO
184 E 6TH ST
ST PAUL MN
55102

MCFADDEN G H DISPATCH-PRESS
55 E 4TH ST
ST PAUL MN
55101

MCKIBBON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MCDONALD PHILIP M
2077 [illegible]LBY AVE
ST PAUL MN
55104

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MANKATO STATE STUDENT ASSN
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

MANTHEY T J PICKANDS MATHER
1100 SUPERIOR AVE
CLEVELAND OH
44114

MAYO FOUNDATION G ORWOLL
200 FIRST AVE NW
ROCHESTER MN
55901

MECCA R.F. NELSON
26 E EXCHANGE ST
ST PAUL MN
55101

MET OPEN SPACE INFOR PROJ
111 E FRANKLIN AVE SO
MPLS MN
55404

MET TFR MEN ASSN A ROSENTHAL
1821 UNIV AVE
ST PAUL MN
55104

MPLS CITY ATTORNEY
325M CITY HALL
MPLS MN
55415

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MN. ASN.C&IND H.D.PETERSON
480 CEDAR ST.
ST.PAUL MN
55101

MINN AFL-CIO, L O LA SHOMB
414 AUDITORIUM ST
ST PAUL MN
55102

MINN ASSN ELEC COOPERATIVES
4901 W 77TH ST
MPLS MN
55435

MINN. ASSN. PET RETAILERS
1115 2ND AVE. SO.
MINNEAPOLIS MN
55403

MINN COUNCIL STATE EMP NO 6
475 RICE ST
ST PAUL MN
55103

MINN DEPT HEALTH J C MCKASY
717 DELAWARE S E
MPLS MN
55440

MINN ENV CONTROL CITIZEN ASN
CENTRAL MANOR 26 E EXCH
ST PAUL MN
55101

MINN ENV LAW INST INC
PO BOX 15076 COMM STA
MPLS MN
55415

MINN HEREFORD-LJ SCHAFER

BUFFALO LAKE MN
55314

MINN. HOTEL & MTR. ASSN
2001 UNIVERSITY AVE
ST PAUL MN

MINN LAND USE COMMITTEE
4344 IDS CENTER
MPLS MN
55402

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINN PETROLEUM COUNCIL
446 BUILDERS EXCH BLDG
MPLS MN
55402

MINN POULTRY & HATCHERY ASSN
BOX 158
MADELIA MN
56062

MCFADDEN G H DISPATCH-PRESS
55 E 4TH ST
ST PAUL MN
55101

MCKIBBON [illegible]S SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MALONE E I COMM LABOR & INDU
444 LAFAYETTE RD 5TH FL
ST PAUL MN
55101

MANKATO STAT STUDENT SENA
CENTENNIAL STUDENT UN
MANKATO MN
56001

MASTOR & MATTSON LTD
315 PEAVEY BLDG
MPLS MN
55402

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

MERRITT GRANT POLLUTION C
OAK & DELAWARE
MPLS MN
55440

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

MINN ASPHALT PAVEMENT ASSN
555 WABASHA RM 209
ST PAUL MN
55102

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

MINN COMMUNITY DEVELOP SE
512 ROSSMOR BLDG
ST PAUL MN
55101

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

MINN ELECTRICAL ASSN INC
525 SO 7TH
MPLS MN
55415

MINN FARMERS UNION PRES OFF
1275 UNIV AVE
ST PAUL MN
55104

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN HWYS MANAGEMENT SERVICE
410 HWY BLDG
ST PAUL MN
55101

MINN HOUSING INST N T CAR
7801 METRO PKWY
MPLS MN
55420

MINNE MINE CREDIT UNION
3000 HUDSON PK S 100
ST PAUL MN
55119

MINN. MTR. TRANSP. J.N.D
1821 UNIV.
ST. PAUL MN
55104

MINN PUB INT RES DAYTON
2418 UNIV AVE SE
MPLS MN
55414

MN REP STATE CENTRAL COMM
555 WABASHA AVE
ST PAUL MN
55102

MINN PETROLEUM COUNCIL
446 BUILDERS EXCH BLDG
MPLS MN
55402

MINN POULTRY & HATCHERY ASSN
BOX 15[illegible]
MADELIA MN
56062

MINN RESTAURANT ASSN
2001 UNIVERSITY AVE.
ST PAUL MN 55
104

MINN RETAIL FEDERATION
7600 PARKLAWN STE 457
MPLS MN
55435

MINN SOCIETY ARCHITECTS AIA
NW NATL BK BLDG
ST PAUL MN
55101

MINN SOC CERTIFIED PUB ACCTS
1102 WESLEY TEMPLE BLDG
MPLS MN
55403

MINN STATE CAPITOL EMP UNION
PO BOX 3215
ST PAUL MN
55165

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

MINN TEAMSTERS CREDIT UNION
2021 HENN AVE E
MPLS MN
55413

MINN TBR PRODUCERS ASSN
200 CHRISTIE BLDG
DULUTH MN
55802

MINN WATER RESOURCES BD
RM 206 555 WABASHA ST
ST PAUL MN
55102

MINN-WISC BOUNDARY AREA COMM
600 2ND ST
HUDSON WI
54016

MOONEY, MICHAEL A.
BOX 903, ST.JOHN'S UNIV
COLLEGEVILLE MN
56321

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

NATL CAR RENTAL ATT D MITZEL
5501 GREEN VALLEY DR
MPLS MN
55437

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NCEC INC C/O DR DAHLBERG
CONCORDIA COLLEGE
MOORHEAD MN
56560

NELSON DONALD E NSP CO
414 NICOLLET AVE
MPLS MN
55401

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

NURSING HOME ADMRS BD EXAMRS
277 W UNIV AVE
ST PAUL MN
55103

NW BELL TEL CO LEGAL DEPT
224 S 5TH ST RM 2000
MPLS MN
55402

OCONNOR GREEN THOMAS ET AL
845 NW BANK BLDG
MPLS MN
55402

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

OTTER TAIL POWER CO.
215 S. CASCADE ST.
FERGUS FALLS MN
56537

MINN PUB INT RES DAYTON
2418 UNIV AVE SE
MPLS MN
55414

MN REP STATE CENTRAL COMM
555 WABASHA AVE
ST PAUL MN
55102

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

MINN SCH BUS OPERATORS AS
FARIBAULT MN
55021

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MINN ST BD PHAR P G GRUSS
1965 FORD PKWY
ST PAUL MN
55116

MINN STATE OPTOMETRIC ASSN
333 E HENNEPIN AVE
MPLS MN
55414

MINN STATE RETIREMENT SYS
529 JACKSON ST
ST PAUL MN
55101

MINN. TURKEY GROWERS ASSN
2383 UNIV AVE
ST PAUL MN
55114

MINN. ASSN WATERSHED DIST
ADA MN
56510

MOFFITT R.C. DIR.ENV.CONTROL
MPLS.CITY HALL RM 301M
MPLS MN
55415

MOOD R BLOOMINGTON HLTH D
10200 PENN SO
BLOOMINGTON MN
55431

NASS GEO V HENN CO GEN HO
5TH AND PORTLAND AVE
MPLS MN
55415

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NAT'L SOLID WASTES-R. GRA
1730 RHODE ISLAND AV.NW
WASHINGTON DC
20036

NEDELL HAROLD - MEINEKE
6300 W LOOP S SUITE 200
HOUSTON TX
77027

NESBITT JOHN
7851 METRO PKWY S 118
MPLS MN
55420

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

NYQUIST DEAN A
3707 53RD PL N
BROOKLYN CTR MN
55429

O'BRIEN J.DENNIS
1200 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

OLD COLONY GAS & OIL COMPANY
17TH AVE N AT 2ND ST
MPLS MN
55411

OSTRUM DONALD E
10213 PIERCE ST NE
BLAINE MN
55434

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN
DEGRAFF MN
56283

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN

DEGRAFF MN
56233

PETERSEN JOHN W
525 OSBORN BLDG
ST PAUL MN
55102

PHAR MFGRS ASSN WM D PATT
1155 15TH ST NW
WASHINGTON DC DC
20005

PORTER LYLE O

TRACY MN
56175

PORT AUTH CITY OF ST PAUL
330 MINNESOTA BLDG
ST PAUL MN
55101

PULSCHER RBT SPRINGSTED INC
813 OSBORN BLDG
ST PAUL MN
55102

RANALLO CLARENCE
800 CENTRAL AVE N E
MPLS MN
55413

RAUENHORST CORP-C ANDERSO
7900 XERXES S. S-2200
MPLS MN
55431

RENNER R.H. ST PAUL AREA CC
300 OSBORN BLDG.
ST PAUL MN
55102

RAMSEY CO MEDICAL SOCIETY
1500 LOWRY MEDICAL BLDG
ST PAUL MN
55102

ROBBIE JOSEPH
904 CARGILL BLDG NO CTR
MPLS MN
55402

ROBERTS DAVID E
1260 NW NATL BK BLDG
ST PAUL MN
55101

SAN SIMEON DEVELOP CORP
OLD 1ST STATE BK BLDG
PAYNESVILLE MN

SANFORD SID
7000 PORTLAND AVE
RICHFIELD MN
55423

ST PAUL ASSN PLBG HTG MECH
614 AM NATL BK
ST PAUL MN

ST PAUL BUR HLTH DR P COX
555 CEDAR ST
ST PAUL MN
55101

SCHAPS NICHOLAS
100 DAIN TOWER
MPLS MN
55402

SCHLICHT REV ROBT
611 W MAIN ST
BELLE PLAINE MN
56011

SCHMIDT LARRY WCCO-TV NEWS
50 S 9TH ST
MPLS MN
55402

SCHNEIDER MAHLON
GREEN GIANT
LESUEUR MN
56058

SCHWINN ROBT.P.
1400 SOO LINE BLDG.
MPLS. MN
55402

SCHNEIDER & NEESER
706 1ST ST SO PO BX 876
WILLMAR MN
56201

SENATE COUN OFF J ST MARIE
STATE CAPITOL
ST PAUL MN
55101

SENATE FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL MN
55101

56537

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PETERSON GARY
854 MIDLAND BK BLDG
MPLS MN
55401

PHILLIPS LEGISLATIVE SERVICE
459 RICE ST
ST PAUL MN
55103

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

POSS DONALD G
6301 SHINGLE CREEK PKWY
BROOKLYN CTR MN
55430

PRAUSE JOS.C.
2220 105TH AVE.N.W.
COON RAPIDS MN
55433

QUIRIN E W
336 STATE OFF BLDG
ST PAUL MN
55155

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

REID DAVID H
5633 WASHBURN AVE S
MPLS MN
55410

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

SATHRE, HARVEY
~~[redacted]~~ Box 376
~~ST PAUL~~ Adams, MN
~~55103~~ 55909

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

SCARBOROUGH WILLIAM
DIV.ED. U.M.
MORRIS MN
56267

SCHMIDT D R MN ASSN REALTORS
6101 WAYZATA BLVD
MPLS MN
55416

SCHMIDT H W TCHRS RETIREMENT
302 CAPITOL SQ BLDG
ST PAUL MN
55101

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

SCHWERMAN EARL JR
1535 8TH AVE SE
ROCHESTER MN
55901

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SEARS ROEBUCK & CO
2929 ELLIOT AVE D 703MW
MPLS MN
55401

SENATE GOV OP COMM
RM 303 STATE CAPITOL
ST PAUL MN

SHABATURA EUGENE H
2833 LAKE AVE SO

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SEARS ROEBUCK & CO
2929 ELLIOT AVE D 703MW
MPLS MN
55401

SENATE GOV OP COMM
RM 303 STATE CAPITOL
ST PAUL MN
55155

SHABATURA EUGENE H
2833 LAKE AVE SO
DULUTH MN
55811

SHELL OIL CO. W.A. ROQUET
ONE SHELL PLAZA BX 2463
HOUSTON TX
77001

SITE ENGINEERS INC
900 REDWELL LANE
APPLE VALLEY MN
55124

SLOCUM CHARLES A
1203 IDS TOWER
MPLS MN
55402

SMERIKA WM.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

STANSFIELD ARLENE LAND OLKS
PO BOX 116
MPLS MN
55440

STATE BD.BARBER EXAMINERS
555 WABASHA
ST PAUL MN
55102

STEELWORKERS CREDIT UNION
BOX 250
BABBITT MN
55706

STENSLAND M.E. PRES. MVMA
203 NW 22ND ST.
AUSTIN MN
55912

SULLIVAN J KIRK
PO BOX 200
BOISE ID
83701

SUMMIT NATL BANK D L MORRILL
205 AURORA AVE
ST PAUL MN
55103

SWANSON GERALD H
212 CITY HALL
ROCHESTER MN
55901

SWEITZER R L HONEYWELL INC
2701 4TH AVE S
MPLS MN
55408

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

VAN DRAKE STEPHEN R
BOX 353
PELICAN RAPID MN
56572

VAN EVERA MUNDT ET AL
700 TORREY BLDG
DULUTH MN
55802

VOGEL HOWARD G
814 FLOUR EXCH BLDG
MPLS MN
55415

VOLDNESS PERRY
IDS 8TH & MARQUETTE
MPLS MN
55402

WALTERS THOS H
4510 W 77TH ST STE 235
MPLS MN
55435

STATE CAPITOL
ST PAUL MN
55101

SHARP BOB
4125 HICHWOOD RD
ST LOUIS PK MN
55416

SNYDER ROBERT W
248 CO B U OF M
ST PAUL MN
55101

STATE BD VETERINARY EXAMINER
C/O DR A C SPANNAUS DVM
WACONIA MN

STOLPESTAD BROWN & SMITH
1550 NW BK BLDG
ST PAUL MN
55101

SUSSEL CO-ATTN:TED SCHWENKER
1850 COMO AVE.
ST PAUL MN
55108

TIMESAVERS INC ATT R S VOLD
5270 HANSON COURT
MPLS MN
55422

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

VOSS REV GORDON O
11120 NE 7TH ST
BLAINE MN
55434

WELK G V NORTHERN STATES
[illegible] NICOLLET MALL
MPLS MN
[illegible]

[illegible]

113 STATE CAPITOL
ST PAUL MN
55101

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

SKELLY OIL CO R R WELLING
PO BOX 436
KANSAS CITY MO

SODERMAN ANTHONY
152 S PLAZA BLDG
MPLS MN
55416

STD AM LIFE & ANNUITY CO
3801 W 50TH ST
MPLS MN
55410

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

SWANSON BURT E
W-2162 1ST NATL BK BLDG
ST PAUL MN
55101

TATE VERN 3M CO
3M CENTER 220/6W
ST PAUL MN
55101

TWIN CITY RETAIL DRUGGIST
2388 UNIV AVE
ST PAUL MN
55104

VAN CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VILLAGE OF WOODBURY-F.STR
561 TOWER DRIVE
NEWPORT MN
55055

VOS LEROY
2137 BURNS AVE
ST PAUL MN
55119

WEST & GOWAN
ATTORNEYS AT LAW
PINE ISLAND MN
55963

[illegible]

WELK G V NORTHERN STAT
414 NICOLLET MALL
MPLS MN
55401

WEST & GOWAN
ATTORNEYS AT LAW
PINE ISLAND MN
55963

WINTERS JOHN A
POLK CO STATE BK BLDG
CROOKSTON MN
56716

WM.MITCHEL COLLEGE LAW LI
2100 SUMMIT AVE.
ST.PAUL MN
55105

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WYANT CLINTON W ATTY

ATKIN MN
56431

WALTERS THOS H
4510 W 77TH ST STE 235
MPLS MN
55435

WEST MIDWAY-SO.ST ANTH.PK.AS
898 RAYMOND AVE.
ST PAUL MN
55114

WHITLOCK A G
ECON LAB CSBORN BLDG
ST PAUL MN
55102

WIS FEEDER PIG MARKET CO-OP

FRANCIS CREEK WI

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

ADA Bakery, 306 E. Main St., Ada, Minnesota 56510

Amerco, Attn: C. A. Clinger, 2727 N. Central Ave., Phoenix, Arizona 85004
Anderson, David H., Bethlehem Steel Corp., Room B-329, Bldg. A, Bethlehem PA 18016
Architectural Metal Assoc. of Minn., 4725 Excelsior Ave., Minneapolis 55416

Associates Corporate Services Company, Inc.,Attn:E.W.Reznik,1700 Mishawaka Ave., So. Bend, Indiana 46624

Arrington & Healy, 135 South La Salle St., Chicago, Illinois 60603

Architectural & Engineering Services, 525 Junction St., Winona 55987 (ONLY Wages & Hrs. for Women)

A. S. Mark & Son, Inc., Princeton

Ben Franklin, Store, Eleanor Benson, Sauk Center

Bose, Vilmar K., Ellerbe Arch., 333 Sibley St., St. Paul, Minnesota 55101

Burns & Enstad Accounting Service, P. O. Box 1, Hastings 55033

Canby Home Bakery, Canby, Minnesota
Caplan, Knowlton J., 5945 Maplewood Lane, Minnetonka, Minn. 55343
Carlton County Hwy Engineer & Carlton Co.Commissioners,Court House, Carlton 55718

Cassidy, Adrian C., N. W. Bell Telephone Co., 224 S. 5th St., Minneapolis 2

Chokio Cafe, Attn: Doris Olson, Chokio 56221

Cluett, Peabody & Co., Inc., Virginia, Minnesota

Colloton, J.Michael,Dayton Hudson Corp.,777 Nicollet Mall,10th Flr.,Mpls.,55402

Colonial Soda-Cafe,Attn: Mgr., 115 1st Ave., S. W., Rochester 55901

Conway, Kendell, 6221 Portland Ave., Richfield

C. R. Anthony Company, Attn:Dick Adams,P.O.Box 994,Oklahoma City, Okla. 73101 (ONLY Wages & Hrs. for Women)
Dept. Labor,Div.Research & Statistics, Sr.Librarian,80 Centre St., N.Y.13,N.Y.

Dew Drop Inn, Hoffman, Minnesota

Doidge, Chas. J., 309 E. Wyoming St., Redwood Falls, Minn. (Wage & Hr. Div.only)

Dorsey, John G., First National Bank Building, Minneapolis

Draper & Kramer, Attn: Stephen R. Hofstad,515 Marquette Ave., Mpls. 55402

Dudin, Donald, City Hall, Red Wing

Dueber, Thomas L., 1400 Peavey Bldg., 730 2nd Ave So., Mpls. 55402

Eagle Valley Coop. Oil Ass'n., Clarissa 56440
Eberle, Peter A., Senco Products, Inc., 8485 Broadwell Road, Cincinnati, Ohio 45244
E. F. Johnson Company, 299 10th Ave. S. W., Waseca 56093

Exquisite Cleaners, 811 E. 56th Street, Minneapolis 55417

Farmers Co-op Produce Association, Clarissa, Minnesota 56440

Goodwill Industries, Attn: J.M.Glendenning, 412 S. 3rd St., Mpls., 15

Habergarten, Charles, Farmers Union Central Exch.,P.O.Box G, St. Paul 55101

Hartford Steam Boiler Insp. and Ins. Co., Eng. Dept., Hartford, Conn.

Hawley, Lyle R., Graco, P. O. Box 1441, Minneapolis, Minnesota 55440

Higgins, J. C. Brotherhood Rwy. Clerks, 2317 W. 7th St., Duluth, Minnesota

Hill, Curt, Coordinator, Alexander Ramsey High School, Roseville, Minnesota

Horsman, Glen, Tracy, Minnesota

Housnan, Mrs. Henry, Box 94, Jeffers 56145

Hudson, William C., Aitkin 56431

Int. Union of Operating Engineers, Local 34, 1043 Midland Bk. Bldg., Mpls.

Irene's Cafe, Irene Pasche, Hoffman, Minnesota 56339

Jensen, Glenn A., 111 North Cedar, Luverne, Minnesota 56156

Jim's Lanes, New Richland, Minnesota

Johnson, Leonard J., Falls Cafe, Granite Falls 56241

King, M. A., Mounds Park Hosp., 200 Earl St., St. Paul 55106 (Min. wage only)

Koch, Curtis G., 10049 Goodrich Rd., Bloomington, Minnesota 55431

Kvitek, Raynold R., Rays Cafe, Glenwood, Minnesota

Latz, Robert, Atty., 848 Roanoke Bldg., Mpls. 55402 (collection agencies only)

L. B. Hartz Wholesale, Inc., Thief River Falls, Minnesota 56701

McCauley, Thos. H., Public Serv. Dept. Moorhead 56560
McCallick, John P.O.Box 128-C Ely 55731
Mead, Gerald M.,Food Serv. Dir. St. John's Univ. Collegeville, 56321

Merritt, Mamie, 112 W. 7th St., Morris 56267

Minn. Council of State Employees No. 6, 555 Wabasha, St. Paul, Minnesota

Minn. Painting & Decorating Pub.Relations Bur.,1821 Univ.Ave.,St. Paul 55104

Minn. State Pharmaceutical Assn., 3388 University Ave., St. Paul 55104

Motec Industries, Inc., Hopkins, Minnesota

Motel Ely, 1047 E. Sheridan St., Ely 55731

Mundt, Daniel, c/p Van Evera, Mundt et al, 700 Torrey Bldg.,Duluth, 55802

Nat'l Data Communications,Inc.,Personnel Dept.,1400 Empire Life Bldg. Dallas,Tex.

New Cafe, c/o Arnold Schlecht, Parkers Prairie 56361

Ohlemann, Mr & Mrs. Otto, 320 W. Van Dusen, Springfield 56087

Ohlrogg, M. J., Chatfield 55923

Otto, Kermit, Box 97 Frazee, Minnesota 56544

Patterson, V.W.,Ogden Foods, Inc., 2140 Ashland Ave., Toledo, Ohio 43620

Paul's Reliable Drigs - 117 W. 1st St., Duluth 2, (Wage & Hr. Div. only)

Quiter, Younger & Swanson, Box 6487, Rochester 55901 ✓

Radovich, William R., St. Cloud State College, St. Cloud 56801

[redacted]

Schiltz, Earl, 209 City Hall, Duluth 55802

Schmidts Cafe, Gobbon 55335

Schmitt Music Company, Attn:A.M. Bell, Payroll Dept., 88 S. 10th St.,Mpls.5

Schramm, LeRoy H., House Research, Room B46, Capitol Bldg., St. Paul 55155

Sears,Roebuch & Co.Attn:Mr.Smith, Maintenance & Cost.,Dept.,2929 Elliot Ave.Mpls.

St.Paul Goodwill Industries, Jean Sisson, 2543 Como Ave., St. Paul, 55108

Trandem, Leon, Leon & Edie's Cafe, Erskine, Minnesota

Tureck & Keszler,1517 8th St.N.,Fargo,N.D.58102 (ONLY wages & Hrs. for women)

United Steelworkers Loc.4757,c/o Harold J.Engelhard, 56 Beech Court,Babbitt 55706

United Steelworkers of America, Loc. 4108, Box 10, Aurora 55705

Unze, Mrs. Sylvester, 810 East 4th Ave., Shakopee 55379

Utsunomiva, Thomas, Personnel Officer, 250 S. 4th St., Minneapolis 55415

Volume Merchandise, Inc.,75 Ninth Ave.,New York,N.Y. 10011,Attn:C.L.Goldberg

Williams, Philip R., Sawyer Transport, Inc.,2424 M'haha Ave. S.,Mpls. 55404

Winrich, Al, Al's Drive Inn, Jackson 56143

Ziesemer Our Own Hardware, Brooten, Minnesota 56316

(Workmen's Compensation Con't.)

5

Labor Standards)

WOMEN & CHILDREN'S DIVISION

Bellefueille, L. E., Rialto Theatre, Aitkin 56431

Hoffmann, Al H., Gamble Store, Hallock, Minn.
KROX, Box 620, Crookston 56716
P & M Furniture Co., Hallock, Minn.

Olson, Merlin N., 6096 Yukon Ave. N., New Hope, 55428

Minn. Dept. Manpower Services, R. D. Foss, 210 N. Broadway, Crookston 56716

BOILER INSPECTION

Hartford Steam Boiler Insp. & Ins. Co., Eng. Dept, Hartford, Conn.

Pettebone, O. R. 215 Fremont St. San Francisco 19, California

State Ex 5

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the matter of the Proposed Adoption of Rules and Regulations of the Department of Labor and Industry Governing Fee Employment Agencies.

AFFIDAVIT OF MAILING

ARCHIE VINITSKY, being first duly sworn, deposes and says:

That on the 9th day of August, 1974, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, true and correct copies thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Archie R. Vinitsky

Subscribed and sworn to before me this 9th day of August, 1974.

Lloyd E Willie

Notary Public

LLOYD WILLIE
Notary Public, Goodhue County, Minn.
My Commission Expires Mar. 13, 1975.

Proposed

RULES AND REGULATIONS PURSUANT TO MINNESOTA STATUTES, CHAPTER 184, FEE EMPLOYMENT AGENCIES

Chapter One

DEFINITIONS

For purposes of those provisions of law relating to Fee Employment Agencies including Minnesota Statutes § 184.01 et seq. the following terms shall have the meanings given to them.

FEA 1: Accept. "Accept" means that the applicant has agreed with the employer on wages, hours, and working conditions, and that he will start a specific position on a definite date. However, the applicant shall have after the agreement on the above factors, a grace period of three business days within which time the acceptance may be withdrawn provided that the applicant did not actually start the job.

FEA 2: Method of Payment. "Method of Payment" means the specific procedure for paying the agency's placement fee after the placement is made. Method of payment must be stated in bold face type on the contract and be consistent with the disclosure requirements of the federal Truth-In-Lending Act, Regulation Z..

FEA 3: Fee Status. "Fee Status" is the designation on the job order which describes the fee liability for placement. The designation shall be limited to one of the following terms:

(a) "FEE PAID" or "EMPLOYER-PAID FEE" means that the employer has agreed to pay the entire fee directly to the agency.
(b) "FEE REIMBURSED" means that the applicant shall pay the fee to the agency and shall subsequently be paid back by the employer. If reimbursement is to be only partial, it must be so specified.
(c) "SPLIT FEE" means that the applicant and employer shall each pay a specified proportion of the fee to the agency.
(d) "APPLICANT-PAID FEE" means that the entire fee shall be the responsibility of the applicant.
(e) "FEE NEGOTIABLE" means that the employer has stated that he and the applicant will confer to settle the matter of fee responsibility prior to the acceptance of a job.

FEA 4: Misconduct. Misconduct is defined as a willful action involving assault and battery, an immoral act, the malicious destruction of property, the theft of money or property or other conduct which markedly interferes with and adversely affects the individual's employment. The following constitutes misconduct:

1. Excessive absenteeism;
2. Excessive tardiness;
3. Refusal to comply with orders of superiors;
4. Violation of known and acknowledged company rules;
5. Falsification of records;
6. Drinking on the job;
7. Sleeping on the job.

FEA 5-6: Reserved for Future Use.

Chapter Two

LICENSING AND BONDING

FEA 7: Persons to be Licensed. A person must obtain an employment agency license and bond if the person's agents, managers, or counselors are in Minnesota for the purpose of recruitment, search, counseling, and/or placement activities, whether or not such operation is conducted from a fixed place of business within the state.

FEA 8: Examination by Department. The department shall examine the recruitment, search, counseling, and/or placement activities of a business in order to determine whether an employment agent's license must be obtained. After considering its findings and any recommendations of the Employment Agency Advisory Board, the department shall decide whether an employment agency license shall be required.

FEA 9: Forms. Application for an employment agency license shall be on forms approved and supplied by the department. Bonds shall be on forms approved and supplied by the department.

FEA 10: Agency Name. Only one name may be used per agency license. This will not prohibit an agency from applying for more than one license per location. Each application must be accompanied by the appropriate bond and fees. A corporation may operate and do business only under its corporate name.

FEA 11: Agency License. An agency may not commence operations until a license has been formally issued by the department. Existing agencies applying for an additional license are not exempt from this provision.

FEA 12: Licensure Relating to Temporary Help Services. An organization that hires persons to work in temporary positions for employers who are clients of that organization is a temporary help service. If at any time a fee is charged by such organization for the permanent placement of individuals, then that organization is operating as a fee employment agency and shall be licensed and bonded as such.

FEA 13: License Endorsement. An employment agency shall return to the department the license of any manager or counselor who leaves the employ of that agency within five days of termination. An employment agency requesting consent to operate at a place other than that specified in the license shall return the license to the department for endorsement ten days prior to the requested date of change, along with a new bond or bond rider covering the change of address.

Chapter Three

CONTRACTS WITH APPLICANT

FEA 14: Form of Contract. Contract and placement forms shall contain uniform provisions and shall follow standards adopted by the department. All contracts shall be printed on letter size paper (8 1/2 x 11) in 8-point type size or larger.

FEA 15: Contract Language. It shall be provided in bold face type:
(1) at the top of all contracts "Legal Contract--Read and Understand."
(2) on all contracts and placement forms that "All agreements and contracts are subject to the rules of the Department of Labor and Industry and the laws of the State of Minnesota."
(3) on all applicant contracts that "I understand that no fee is due unless I accept a position. Accept means that the applicant has agreed with the employer on wages, hours, and working conditions, and that he will start a specific position on a definite date. However, the applicant shall have after the agreement on the above factors, a grace period of three business days within which time the acceptance may be withdrawn provided that the applicant did not actually start the job."

FEA 16: Fee Information on Contracts. Applicant contracts shall also contain the following statements:
(1) If, within 90 days of the last agency-employer contact about an applicant, the applicant who was referred to a position but not employed, is offered the same, similar or another position which he accepts, the employment may be considered a result of the reference and the fee may be based on the position accepted. When such offer is made 90 days or more after the last agency-employer contact concerning the applicant, no fee shall be payable. The applicant must be informed forthwith of the contacts made.

(2) Where an applicant is referred to an employer who does not employ him, but refers him to another employer by whom he is employed a fee may be payable.

(3) When an applicant is referred to the same position by two agencies, the fee shall be paid to the agent who first contacted the applicant concerning the specific opening, provided that the applicant has been given the name of the employer. An agent has 10 calendar days within which to arrange an interview with the employer.

(4) In the event that an employer has paid the employment fee and the applicant voluntary leaves a position after 90 days of employment, the agency may not demand any money from the applicant because refunds have been made to the employer. An applicant who gives early notice of intent to leave a position after 90 days of employment and who is subsequently terminated prior to the 90 day period of time shall not be considered to have voluntarily terminated the position before 90 days. Consequently only a temporary fee is due.

(5) The applicant shall be advised forthwith of any and all referrals, including the names of companies to which his resume has been sent. Disregard by the agency of this regulation releases the applicant from fee liability.

(6) In the event a weekly, monthly or annual salary is based on hours of work greater than 40 hours per week, the fee shall be based only on a 40 hour week. The calculated salary shall be on the fraction of 40 hours divided by the total number of hours worked in a week. Executive, administrative, and professional positions as defined by regulations issued pursuant to the Minnesota Fair Labor Standards Act are excluded from this provision.

FEA 17-21: Reserved for Future Use.

Chapter Four

FEES

FEA 22: Fee Determination. The following terms and methods shall be used in determining amount of fee due:

(1) "One month's wages" (or "salaries" or "earnings"), when used to determine an agency's fees, means four and one-third weeks' gross income minus overtime income, tips or gratuities, traveling expense and other expense actually incurred in producing income.

(2) If the fee is based upon an annual salary, the annual salary is to be calculated upon the first month's (four and one-third weeks) salary times twelve. If a fee is based on a monthly salary, the fee is to be calculated only on the first month's salary.

(3) Gross income based totally or partially on commissions or bonuses is the average monthly income of the applicant during twelve months of employment, or during agreed period of employment. A fee shall be based upon average monthly income if employment is terminated before the end of the time fixed in the agreement.

FEA 23: Applicant Fee Statement. The applicant shall receive a statement for the amount of his fee separately stating: the amount, the annual percentage rate, and the service charges or interest.

FEA 24: Fee Deducted from Salary. No employment contract shall authorize the employer to deduct from the salary of the applicant any installments of the fee. An authorization for deductions from the applicant's salary shall be separate and distinct agreement.

FEA 25: Misrepresentation. An applicant shall not be liable for the agency fee if there is a misrepresentation of any material factor by an employer or by an agency. An applicant is not released from the liability of the fee if he retains his position. A material factor is one which constitutes substantially and mainly whether a job would have been accepted if that factor was lacking or was different than stated.

For sales trainee, management trainee and other trainee positions intended as a preparation for management or other higher level positions, the applicant shall be given a written description of his duties, working conditions, and basis for remuneration or compensation before he is sent on an interview by an agency.

FEA 26: Refunds. When a job which is presumed permanent becomes temporary, any refund due the applicant shall be remitted within five days. The monies may not be retained by the agency in the anticipation of finding another job for the applicant.

FEA 27: Fee Paid Liability. If a job has been designated as fee paid and it is not possible to collect the fee from the employer, the applicant shall not be liable for the fee unless he voluntarily leaves a position or is terminated for misconduct within 90 days.
within 90 days

FEA 28: Two Referrals to Same Employer. When an applicant is referred to an employer for a position to which he is not employed, and another agent refers the same applicant to the same employer for another position to which he is employed, the fee is payable to the second agent.

FEA 29-34: Reserved for Future Use.

Chapter Five

JOB ORDERS

FEA 35: Job Order Form. The following information must be contained on the job order form for each bona fide job order:

(1) a sequential job order number. Each job order shall have its own number, which is to be included in any advertisement for that job. The word "job" and symbol "#" must precede the job order number in a written advertisement. Advertising via other media, including telephone answering devices, shall indicate appropriate job order numbers. Any simple system involving letters and numbers may be used providing it allows rapid retrieval of the job order in question.
(2) date order received.
(3) person who received order.
(4) method by which order received. This includes phone, mail, face-to-face, or other method.
(5) job title. The title used by the employer is considered the job title.
(6) job description, containing primary duties.
(7) company name.
(8) company address.
(9) company phone number.
(10) contact person (s), including name of person who gave the order and person to contact for interview.
(11) minimum starting salary.
(12) maximum starting salary.
(13) benefits offered.
(14) skills required.
(15) educational requirement.
(16) type and amount of experience required.
(17) days and hours of work, including shifts.
(18) special post-hire training, if any. This relates to any promises concerning training to be received by the applicant as a new employee. The nature of the various training areas must be specified.
(19) job availability date.
(20) fee status. One of the following terms shall be used to indicate the fee status:

(a) FEE PAID or EMPLOYER-PAID FEE;
(b) FEE REIMBURSED;
(c) SPLIT FEE;
(d) APPLICANT-PAID FEE;
(e) FEE NEGOTIABLE.

FEA 36: Experts As Agents of Employers. When an employer requests experts in an occupation to suggest suitable persons for employment in the same or similar occupations, and the experts request an employment agent to refer applicants for such position to them for interview, the experts shall be deemed the agent to the employer. The request to the employment agent is considered to be an order from the employer.

FEA 37-40: Reserved for Future Use.

Chapter Six

AGENCY PRACTICES

FEA 41: Copy of Rules and Law to Manager and Counselors. No employment agency owner shall fail to provide his manager and counselors with a copy of the employment agency law, as well as a copy of the up-to-date rules and regulations relating to employment agencies.

FEA 42: Contract Requirement. A contract is required between the applicant and the agency whether the fee is paid by the employer or by the applicant. The applicant shall be given a duplicate of all agreements between the applicant and the agency, including the contract.

FEA 43: Separate Agreement with Employer. These rules and regulations do not prevent an agent from negotiating a separate agreement with an employer for special services regarding recruitment, search, screening, referral and placement; however, the separate agreement must not violate the law or these rules and regulations.

FEA 44: Display of Licenses. An employment agency shall not fail to hang its agency license in a conspicuous place in the main office of the employment agency. Each manager and/or counselor shall not fail to display his license in a conspicuous place on or near his desk.

FEA 45: Use of Name Other Than That on License. No employment agency, manager or counselor shall use any name in the conduct of business or advertising other than that name which appears on the license.

FEA 46: Advertising. Every ad placed in a newspaper or any other advertising media for a job opening shall be checked by the employment agency with the employer on the last weekday that the ad is cancellable without penalty to ascertain that the job order for the position is current and unchanged.

FEA 47: Prohibited Activities in Connection with an Agency. An employment agency shall not be conducted in connection with any other activity in which a charge is made to the applicant for personal service, except vocational training schools licensed or accredited by the State Department of Education. This rule does not prevent the operation of a temporary help service at the same office or an office adjacent to a licensed employment agency.

FEA 48-52: Reserved for Future Use.

SUPERVISION AND INVESTIGATION

FEA 53: Information To Be Furnished The Department. Information which is needed to administer the provisions of Chapter 184 and Chapter 175 shall be furnished the department upon its request. A request for information shall state the need for such information. Each agency shall supply the requested information or file a written statement explaining why it is not submitting the information.

FEA 54: Annual RECORD OF SERVICE Report. A Record of Service report shall be maintained in a separate ledger in the office of each employment agency for a period of three years and shall contain the information required by M.S. 184.38, subd. 5, and in addition shall contain the total number of applicants registered. Each agency shall submit annually to the Department with its agency license renewal application a summary of the above record which contains the following information for the preceding year:

(1) total applicants registered:

(2) total applicants placed;

(3) total salaries of placements:

(4) total amount of fees;

(5) total amount of refunds or fee adjustments.

FEA 55-57: Reserved for Future Use.

STATE OF MINNESOTA

MINNESOTA DEPARTMENT OF
LABOR AND INDUSTRY

IN THE MATTER OF THE
PROPOSED RULES AND REGULATIONS
GOVERNING FEE EMPLOYMENT AGENCIES

FINDINGS OF FACT

The above-entitled matter came on for hearing before the undersigned on the 12th day of September, 1974, at 1:00 p.m., in the State Office Building Auditorium, St. Paul, Minnesota, after proper notice required by law was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements, and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files, and proceedings herein, I find the following:

1. Authority for the adoption of regulations identified as F.E.A. 1 through F.E.A. 54 is found in Minn. Stat. § 184.24 (1971).

2. Several years experience in regulating and administrating the laws pertaining to Fee Employment Agencies, conferences with the Employment Agency Advisory Board as shown by their minutes, correspondence with individual agencies and the public, and the amendments of 1973 and 1974 to the Employment Agency Law, have mandated a need to amend the existing rules to more effectively regulate and administrate the employment agency industry.

3. With respect to the individual regulations; the minutes of Advisory Board meetings, the transcript and record of the public hearing and all the files and records pertaining thereto have shown as follows;

4. FEA 1 through FEA 4 lend uniformity and consistency to the basic terms utilized in all employment agency business. Many of the problems that develop between the applicant and the agency are created because of a lack of understanding. FEA 1 through 4 will eliminate

some of that lack of understanding. Under prior law, there existed several forms or definitions of accept. Only one definition is necessary under the new law.

5. FEA 7 provides consistency with Laws 1974, Chapter 423, Sec. 1, as to who must procure a license.

6. FEA 8 through 11 are procedural in nature and clarify steps and forms necessary prior to the issuance of a license by the department. Some agencies in the past have used up to ten names. Agencies consistent with corporations should do business under their corporate names.

7. FEA 12 distinguishes temporary help services from employment agencies and provides consistency to the administration of Laws 1974, Chapter 423, Sec. 1.

8. FEA 13 provides the necessary procedure for the return of licenses upon termination.

9. FEA 14 through 16, Laws 1974, Chapter 423, Sec. 10 requires specific terms to be included in each contract. 14 through 16 will clarify those terms and serve both the agency and applicant by providing a better understanding of their contractual rights and liabilities.

10. FEA 17 clarifies and lends continuity to agency practices. Necessity and justification for this rule was discussed with respect to the definition of accept and embodies the discussion thereof rather than constituting a new or substantial change following the hearing.

11. FEA 22 through 24 will better serve the applicant and consumers in general by clarifying terminology used in "method of payment" as required by Laws 1974, Chapter 423, Sec. 10.

12. FEA 25, gives the department the tool necessary to prevent abuses of advertising and fee liability where the applicant has been misled as to the nature of the position.

13. FEA 26 restates the rights of the employee with respect to money paid in situations as described in Laws 1974, Chapter 423, Sec. 14.

14. FEA 27 protects the applicant where a fee dispute exists between an agency and an employer.

15. FEA 28 clarifies situations involving two agents.

16. FEA 29; the feasibility of this rule was discussed in conjunction with the definition of accept. It is consistent with the rights and obligations under the definition of accept.

17. FEA 35 clarifies the availability, features, and requirements of a job which must be contained in each job order pursuant to Minn. Stat. § 184.21, subd. 9 (1973).

18. FEA 36 clarifies a factual situation involving experts as agents of employers.

19. FEA 41 through 45 restates requisites included in the employment agency law.

20. FEA 46 procedurally describes an agency's duties in complying with Minn. Stat. § 184.38, subd. 8 (1973). Will help prevent bait and switch tactics on the part of an agency.

21. FEA 45 is consistent with previous LIEmp 29.

22. FEA 53 and 54 are consistent with the Department's powers and duties under Minn. Stat. § 775.171 (1971) and Minn. Stat. § 184.24 (1971). An annual record of service is necessary to provide statistics and data on the employment agency industry as a whole. This need, plus the protective measures which the regulations require will protect the misuse of this information which formed the basis of those objections to the regulation's requirements.

23. The regulations as adopted met with the confirmation of a consensus of the Employment Agency Advisory Board at a meeting held on Tuesday, October 29, 1974, as evidenced by the minutes of that meeting.

24. FEA 1 through 54 conform to the legislative changes in the Employment Agency Law in 1973 and 1974. They are consistent with previously enacted LIEmp 1 through 56. Modification with respect to differences between the regulations as proposed and the regulations as adopted were a direct result of the public hearing, the record and the recommendations of the Advisory Board. The changes are primarily for clarification and do not constitute new rules or substantial changes

which have not been covered and discussed through the procedures required under Minnesota's Administrative Procedures Act.

Dated: 11-19-74

E. I. Malone

E. I. Malone, Commissioner
Department of Labor and Industry

STATE OF MINNESOTA

COUNTY OF RAMSEY

MINNESOTA DEPARTMENT

OF LABOR AND INDUSTRY

IN THE MATTER OF THE
PROPOSED RULES AND REGULATIONS
GOVERNING FEE EMPLOYMENT AGENCIES

STATEMENT OF NEED

The need for the adoption of regulations covering the subjects of Regulations FEA 1 through FEA 54 derive from Minn. Stat. § 184.24 (1971), which empowers the department to make all rules and regulations not inconsistent with law needed in performing its duties. The last time rules and regulations were promulgated pursuant to the above power, was in January, 1971. Since that time, substantial amendments have been made to the laws regulating employment agencies. In 1973 amendments affecting advertising and the nature and requisites of job orders were effectuated. In 1974, amendments added additional rules governing agencies, provided requisites which must appear in each employment agency contract, and changed license classifications. The regulations as proposed complement the law as amended and are needed in enforcing and regulating the present law.

The experience of the Department of Labor and Industry in regulating and administrating the law have apprised it of various problems and situations which necessitate clarification and consistency. Working in harmony with the Employment Agency Advisory Board and through correspondence with individual agencies, the department finds that the proposed regulations are needed to alleviate those problems, provide consistency to the operations of the individual agencies within the employment agency industry and in essence, facilitate the administration and regulation of that industry.

In sum, the adoption of the proposed regulations are necessary to fulfill the department's obligations and duties as found in Minn. Stat. § 184.24 (1971). The transcript, record, correspondence and files support the regulations as proposed.

E. I. Malone

E. I. Malone, Commissioner
Department of Labor and Industry

Dated: 11-19-74

STATE OF MINNESOTA

COUNTY OF RAMSEY

MINNESOTA DEPARTMENT

OF LABOR AND INDUSTRY

IN THE MATTER OF THE
PROPOSED RULES AND REGULATIONS
GOVERNING FEE EMPLOYMENT AGENCIES

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Minnesota Department of Labor and Industry on the 12th day of September 1973, at 1:00 p.m. in the State Office Building Auditorium, St. Paul, Minnesota, after proper notice required by law was served upon all persons, associations, and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, and applicable statutory standards or criteria, and having confirmed the need for the above captioned rules;

NOW THEREFORE, IT IS ORDERED that these regulations identified as F.E.A. 1 through F.E.A. 54 be, and hereby are, adopted this 19th day of November, 1974, pursuant to authority vested in me by Minn. Stat. § 184.24 (1971).

E. I. Malone

E. I. Malone, Commissioner
Department of Labor and Industry

Dated this 19th day of
November, 1974.