

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 Public Welfare
(Agency or Board)

Regulation No. DP.W 117, 126, 140, 141

Subject: Compensation Plan

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 9 1975

BY Eda Staudenmann
AUTH. SIGNATURE

R.S.
4:15pm

Stamped and filed with the Secretary of State Dec 9, 1975, 4:00 pm

Rev. 9-72

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December 8, 1975

HAND DELIVERED

Warren Spannaus, Attorney General
c/o Michael B. Miller
Special Assistant Attorney General
Department of Administration
Room G-9, Administration Building
St. Paul, Minnesota

Re: AFSCME vs. Department of Public Welfare
Our File No. 75-126

Dear Mr. Miller:

This office represents the American Federation of State, County and Municipal Employees, AFL-CIO. I am writing to you in regards to your review of proposed rule changes by the Department of Public Welfare in the County Welfare Merit System. We are specifically concerned with amendments to Minnesota Rules DPW 117 and 141.

AFSCME is an international union of over 700,000 members. It, in turn, through its District Councils in the State of Minnesota, represents approximately 43% of the non-supervisory employees covered by the County Welfare Merit System. Statewide, in fact, AFSCME represents 70-75% of all welfare employees.

The amendments referred to above change the method of compensation for Merit System employees from a monthly salary to an hourly rate based upon a 40 hour work week with 2088 hours per year. Because the hourly salary established is based on a 40 hour work week, it becomes clear that, in effect, DPW is mandating a 40 hour work week for all Merit System employees since the alternative is a pay cut for those who work less than 40 hours per week. Barbara Sundquist, Merit System Supervisor,

admitted as much in her remarks at a public hearing on the amendments held September 12, 1975. On page 8b she stated:

> "Under this provision employees who work 37 1/2 hours, even with the adjustments that I've already outlined, would receive only a slight increase in their annual salary for 1976 as compared to their annual salary in 1975, and a few in some instances may have a lesser salary. Those employees who work 35 hours a week, even with the proposed adjustments will have a decrease in annual salary for 1976 compared to the annual salary for 1975."

The inherent unfairness of these amendments is quite evident from the above quotation from Ms. Sundquist. Employees who bargained for less than a forty hour work week are now being told that their salaries will be unilaterally reduced, even though in bargaining for a less than 40 hour work week, they may already have agreed to compensate for the shorter work week by taking less of an increase in pay. Even Ms. Sundquist recognized this unfair result in the following quotation from the hearing found on page 8b of the transcript:

> "Since we do not feel it is fair that an employee receive a decrease in annual salary, we are further proposing that all incumbents who are employed full-time but who work less than 40 hours a week, shall further be adjusted to an hourly rate which most closely approximates and at least meets their annual salary as of December 31, 1975."

What Ms. Sundquist doesn't say is that since all 40 hours per week employees will receive increases as of January 1, 1976, the net effect is a decrease in salary for all employees working less than 40 hours per week. As the years go on, they will continue to fall further and further behind their fellow workers.

Ms. Sundquist provides the "justification" for this unilateral action on page 9 of the transcript:

> "Up to this time employees who worked full-time, irregardless if they worked 35 or 40 hours a week,

> were paid on the basis of a monthly salary. This really has not been fair. Counties also have been receiving federal and state administrative reimbursement for these salaries, while the actual amount of hours worked has been different. In addition, ratios for state administrative reimbursement have been computed on the basis of numbers and monthly salaries, which again has not been equitable. The adoption of an hourly rate instead of a monthly rate and the payment of all personnel on the basis of the numbers of hours worked will dissolve some of the inequities."

The key assumption in this "justification" is that every employee regardless of the number of hours he or she worked in a week, earned the same monthly salary. This, as Ms. Sundquist well knows, is simply not true. The monthly salary varies from county to county for the exact same work, just as the number of hours varies for the exact same work from county to county. In many cases, employees agreed to less money for a shorter work week. Even where this wasn't the case, free collective bargaining is bound to produce different results because each county situation is different. Terms and conditions of employment are not simply limited to salary and length of work week and the give and take on all issues involving terms and conditions of employment is bound to result in differences in the resultant collective bargaining agreements.

Ms. Sundquist also ignores the fact that these employees are professionals, many of whom are on call 24 hours a day, 7 days a week. They don't just work a normal eight hour day. They must be available nights and weekends for their clients' convenience and for emergencies. Most work in excess of even forty hours per week and their salaries reflect that fact. So while they may only have regular office hours 35 hours per week, they actually work quite a few more hours than that and the counties realize it.

Finally, the result assumed by Ms. Sundquist's remarks is that everyone will work 40 hours per week. Why did she choose that as the standard for computing the hourly rate?

Why are only those working less than 40 hours per week penalized by not getting increases due them on January 1, 1976? Why does she in her "justification" keep referring to differences in actual amount of hours worked? The "justification" really boils down to a desired uniformity. Of course, it is just one more step to say, "Why should people doing the same work receive different amounts of pay? Let's standardize wages for everyone just as we did the work week?" The justification is the same.

Ms. Sundquist assumes that she is working in a vacuum and can make unilateral changes in terms and conditions of employment for Merit System employees at will. The fact of the matter is that she cannot.

As you are no doubt aware, public employees in Minnesota, including Merit System employees, have the right to bargain collectively pursuant to the Public Employment Labor Relations Act of 1971, as amended in 1973. M.S.A. Section 179.61 requires public employers to meet and negotiate with public employees in an appropriate bargaining unit and provides for written agreements evidencing the result of such bargaining.

The legislative policy behind this requirement is clearly spelled out in the opening paragraphs of the statute. Because unresolved disputes between public employers and employees are injurious to the public as well as to the parties, the Legislature made a conscious decision to promote orderly and constructive relationships between all public employers and their employees by creating special rights, responsiblities, procedures and limitations which would, in effect, rectify the imbalances in relative bargaining power. It is submitted that both the statute, as written, and the legislative policy behind said statute, clearly fit the fact situation of this particular action by the Department of Public Welfare.

The number of hours in a work week and the compensation, therefore, are clearly terms and conditions of employment, M.S.A. Section 179.63 Subd. 18. AFSCME, in fact, bargained with the individual counties over these two items and the result is specific language in each collective bargaining agreement. The result is that contracts vary in terms of number of hours per week and the pay scale for those number of hours.

The Department of Public Welfare is clearly a "public employer" as defined in M.S.A. Section 179.63 which includes in its definition the State of Minnesota and its political subdivisions and any agency or instrumentality of either. Just as DPW is a public employer, no one can dispute Board of Mediation Services certifications of AFSCME Councils and Locals as exclusive representatives of Merit System employees.

Thus, it seems proper to conclude that when M.S.A. Section 179.66 Subd. 2 requires a public employer to meet and negotiate in good faith with the exclusive representative regarding the terms and conditions of employment, it refers to just a fact situation such as this. In essence, DPW must bargain with AFSCME Councils or Locals regarding its proposals to adjust salaries of Merit System employees based on a 40 hour work week.

Should DPW fail to meet and negotiate in good faith with AFSCME Councils or Locals concerning the aforementioned proposals, it will have committed an unfair labor practice pursuant to M.S.A. Section 179.68 Subd. 2(5). In addition to equitable relief, the statute provides that money damages may be awarded in the event the plaintiff prevails.

AFSCME respectfully requests that you not approve these proposed amendments as being contrary to PELRA and a direct violation of its unfair labor practice provisions. It is an obvious blatant attempt to circumvent the bargaining proceess by administrative rulemaking. Minnesota statutes guarantee public employees the right to bargain collectively over terms and conditions of employment. We ask you to preserve those rights by refusing to approve the amendments to DPW 117, 141.

Very truly yours,

Gregg M. Corwin

Gregg M. Corwin

GMC:njf

cc: Mr. Richard Evans
Ms. Vera J. Likins
Mr. Larry P. Weinberg
Mr. Albert Church

The recommendation is 1) all incumbents on the Professional salary schedule receive a one and one-half step adjustment or the new minimum for their class, whichever is greater, 2) all incumbents on the Support salary schedule receive a two-step adjustment in their monthly salary, 3) all incumbents on the Clerical salary schedule receive a $50 increase in their monthly salary and 4) all employees on the Maintenance schedule receive a $50 increase in their monthly salary or in the case of a flat hourly rate, the new rate.

I'd like to point out that under these recommendations all clerical employees will receive a $50 a month increase, a beginning level case aide on the A salary schedule will receive $47 a month and a beginning level social worker on the A schedule $55 a month.

The recommendations I have just cited apply to all systems, but we are proposing some additional rule changes for the County Welfare Merit System. These changes will have some additional affect on the adjustments of incumbents under this system. We are proposing an amendment to Minn. Rule DPW 117 and 141 to the effect that salaries are computed and paid on the basis of a forty hour work week with 2088 hours per year and that payment be made to employees on the basis of a two-week or four-week payroll period and the actual number of hours worked in a day be multiplied by the number of days in the payroll period to compute the two-week or four-week pay.

I'd like to make it clear that we are not proposing that all counties must work 40 hours a week. All we are proposing is that employees will actually be paid only for the number of hours that they work.

Under this provision employees who work 37 1/2 hours, even with the adjustments that I've already outlined, would receive only a slight increase in their annual salary for 1976 as compared to their annual salary in 1975, and a few in some instances may have a lesser salary. Those employees who work 35 hours a week, even with the proposed adjustments will have a decrease in annual salary for 1976 compared to the annual salary for 1975. Since we do not feel it is fair that an employee receive a decrease in annual salary, we are further proposing that all incumbents who are employed full-time but who work less than 40 hours a week, shall further be adjusted to an hourly rate which most closely approximates and at least meets their annual salary as of December 31, 1975. As I stated, in almost all instances, this will apply only to those employees who are working 35 hours a week. To help clarify this situation I'm going to give an example:

A clerk typist works 35 hours a week with a 1975 salary of $396 per month which is equal to $4,752 per year. That's 396 x 12. The recommended $50 increase makes the January 1, 1976 salary $446 per month, which is equal to an hourly rate of $2.56. $2.56 x 1827 hours (which is the number of hours worked in a calendar year in a 35 hour week) equals an annual salary of $4,677, which is $75 less than the 1975 annual salary. Under this proposal, if this employee remains on a 35 hour work week, she will be adjusted to the nearest established hourly rate which exceeds the 1975 annual salary, which in this case is $2.61. Taking $2.61 x 1827 hours equals an annual salary of $4,768. So this employee will actually earn only $16 more a year in 1976 than she earned in 1975.

Up to this time employees who worked full-time, irregardless if they worked 35 or 40 hours a week, were paid on the basis of a monthly salary. This really has not been fair. Counties also have been receiving federal and state administrative reimbursement for these salaries, while the actual amount of hours worked has been different. In addition, ratios for state administrative reimbursement have been computed on the basis of numbers and monthly salaries, which again has not been equitable. The adoption of an hourly rate instead of a monthly rate and the payment of all personnel on the basis of the numbers of hours worked will dissolve some of the inequities.

I'd like to reiterate that under this proposal, payment on a monthly salary or a monthly basis no longer will be allowed. All employees will be paid on the basis of the hourly rate for their monthly salary multiplied times the number of hours they actually work in a two-week or four-week payroll period.

We are proposing a two or four-week payroll period so employees will receive a standard check each month. If payment were allowed on a monthly basis taking the number of working hours in the month, times the hourly rate the check would be different every month, as the number of working days in a month varies. This means that the gross amount would have to be computed each month, as well as the PERA, Social Security, and federal and state withholdings. We are of the opinion that this would not be feasible from the county's standpoint as it would be costly. Also it would not be feasible from the Merit System's standpoint, as we have to check each payroll and we would have to re-figure each check. It also would be confusing to employees, as they would receive a different size check every single month.

The floor is open now for comments, questions and discussion about our proposals concerning the salary adjustments to the salary schedules and to incumbents and the rule changes requiring payment on the basis of an hourly rate computed on a 40 hour work week with 2088 hours in a year, and a two or four-week payroll period (based on an hourly formula) with employees being paid on the hourly rate x the number of hours actually worked, rather than a monthly salary.

Gustafson: Anybody wish to be heard on any of the items? Please give your name and who you represent.

GregCorwin: My name is Greg Corwin and I represent the American Federation of County, State and Municipal Employees, AFL-CIO. This is an internationa union with over 700,000 members, with members in the State of Minnesota constituting approximately 43% of the non-supervisory employees covered by the County Welfare Merit System. In fact statewide we represent 70-75% of all welfare employees whether under this system or not. I'm here today to specifically object to the proposal to adjust payments of salary on the basis of an hourly rate based on a 40 hour work week. It is our contention that such an item must be a subject of collective bargaining pursuant to the Public Employment Labor Relations Act of 1971 as amended in 1973. As you know public employees in the State of Minnesota now have the right to bargain collectively under this Act. M.S.A. 179.61 requires public employers to meet and negotiate with public employees in an appropriate bargaining unit and provide for written agreements evidencing the result of such bargaining. Now there was substantial legislative policy behind that decision; 1) to promote orderly and constructive relationships between public employers and public employees, 2) that unresolved disputes between the public employer and employees were injurious to the public health as well as to the parties and that there were inequities in the bargaining power between the public employer and the

public employee. You might ask how this applies to this situation? It is our contention that by determining hours of work in a work week and by determing compensation you are in effect acting as a public employer. Hours and compensation are both terms for conditions of employment. These terms and conditions under State statute are to be bargained collectively. The State Department of Public Welfare is an employer. M.S.A.Section 179.63 defines an employer as the State of Minnesota and its political subdivisions and any agency or instrumentality of the State, clearly including the Department of Public Welfare and any subsiderary body. M.S.A. 179.63, Subd. 18 defines terms and conditions of employment as hours of employment and the compensation thereof. And finally M.S.A. 179.66, Subd. 2 states "a public employer has an obligation to meet and negotiate in good faith with the exclusive representative of the public employees in an appropriate unit regarding the terms and conditions of employment." If a public employer fails to perform its obligations under that statute, M.S.A. 179.68, Subd. 2 states that that is an unfair labor practice in that it is refusing to meet and negotiate in good faith. Therefore, our opinion that if a rule such as that proposed here this morning is adopted by the Commissioner of Public Welfare and allowed to go into effect on January 1, 1976, the Commissioner will be commiting an unfair labor practice and will be subject to damages and injunctive relief in the district court pursuant to the statutes. The reason is clear. In counties throughout the state, where the American Federation of State, County and Municipal Employees is the exclusive representative as duly served by the Bureau of Mediation Services, it has negotiated contracts with these counties concerning the employees and the units it represents. In these contracts are specific provisions dealing with number of hours worked per week. In some of these contracts the number is 35 hours. In some

of the contracts the number is 37 1/2 hours. In some of the oontracts the number is 40 hours. But these are numbers of hours that were bargained and put into a contract. In addition, salary levels were bargained. There are different optional salary levels A, B, and C and so on and these levels were determined through collective bargaining with the counties involved because these are terms and conditions of employment. What you seek to to this morning is to unilaterally alter those contracts by in effect indirectly mandating a 40 hour week. In other words the unions bargained for a certain amount of pay or a certain number of hours per week. The salary schedule either A, B, or C was selected for a certain number of hours per week, 35, 37 1/2 or 40. Now what you are doing is saying "we're going to hold you to the salary that you bargained for but we're going to change the number of hours per week that you bargained for unilaterally, without collective bargaining." This undermines the sanctity of the contract. In essence it makes a unilateral change in the understanding of the parties without giving the union a chance to bargain over the whole economic issue once again. Such a unilateral action through use of a rule making procedure lies in the path of the purpose behind the employer labor relations act. In effect it denies the union the right to bargain collectively over those issues. If a union cannot bargain over economic issues involving welfare board employees but in essence can be affected by a rule adopted by the Department of Public Welfare, than the rights given to us under this statute mean nothing. The legislature intended that public employers bargain with employees over terms and conditions of employment. You are in effect unilaterially, without collective bargaining, changing those terms and conditions that already exist in existing contracts. In other words, you are in essence tampering with

contracts that are already signed and in existence. Therefore, I respectively request the recommendation be made to the Commissioner of Public Welfare that before any changes be made in this rule, Rules 117 and 141, that bargaining be instituted with all the duly certified exclusive representatives of employees in every county in the state and that this rule be subject to collective bargaining for if it is not, it is our opinion that the Department of Public Welfare is clearly in violation of state statutes and in essence is trying to circumvent the collective bargaining process by a rule making procedure and we feel this would subject the Department of Welfare to an unfair labor practice action in district court under the State statute for both injunctive and monetary relief. This can be avoided by the Department of Welfare taking a voluntary decision to subject these specific terms and conditions of employment to collective bargaining. Thank you.

Gustafson: Thank you. I'm sure you didn't mean when you said "you" that you were refering to the Merit System Council. We haven't taken any action one way or another on these proposals, and we may or we may not. This didn't originate with the Merit System Council as a council. Anybody else?

Elwyn Boe: Elwyn Boe, Welfare Director, Koochiching County. I'm going to stick to a prepared statement here in the interest of time. If I may, with all due respect for the immensity of the job in putting together one of the most complicated Merit System salary adjustment proposals I've seen in the last 20 years, I am here to oppose the greatest outrage ever inflicted upon scores of Merit System employees throughout the state. It is an outrage because fair play and logic are absent in your treatment of employees working less than 40 hours a week. And that is the issue I'm talking about. I represent and am speaking

NEW RULES AS ADOPTED

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 117 Salary Computation Provisions for *Full and* Part-time Employment, Terminal Vacation *and Sick Leave* Pay, Partial Pay Periods, and Overtime

~~(a) Part-time employment~~

~~(1) All rates prescribed in DPW 140 are standard for full-time employment. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. When payment on an hourly or working-day basis is desirable, the hourly or daily rate shall be found in DPW 141 for the monthly rate the employee would receive if employment were on a full-time basis.~~

~~(b) Compensation for vacation leave upon separation~~

~~(1) An employee who is separated from a county agency shall be paid for his accumulated and unused vacation leave in accordance with DPW 104 (c) on the basis of the daily rate per working day as provided in DPW 141. The amount is determined by multiplying the number of accrued vacation days by the rate per working day as provided in DPW 141 for the number of working days in the month. This is illustrated by the following example:~~

~~An employee receiving a salary of $410 per month resigns, with his last working day on Friday the 25th. He has twelve days of accrued vacation leave. The month is a 30-day month with 22 working days, of which he has worked 19 days. The following month has 21 working days.~~

~~Computation: 12 days vacation accumulated.~~

~~-3 working days remaining in the month of resignation.~~

~~9 working days to be paid for next month.~~

~~Full salary of $410 paid for month of resignation.~~

~~9 days x $19.52 ($410 rate for 21 working day month)~~

~~= $175.68 payment for remainder of vacation leave in the~~

~~the following month.~~

~~One check of $410.00 + $175.68 may be issued upon the~~

~~separation of the employee.~~

(a) Pay Periods

(1) Effective January 1, 1976, employees cannot be paid on a monthly basis. As of this date, employees either must be paid bi-weekly or every four weeks. Payment is to be based on the bi-weekly or four week rates stated in DPW 141. The monthly rates stated in DPW 141 are based on a 40 hour work week with 2088 hours in a year. Employees who work less than 40 hours a week will receive a proportional amount of the monthly rate.

(b) Full time employment - 40 hour work week

(1) If an employee works 40 hours a week and is paid on a bi-weekly payroll, the bi-weekly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule 40 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(2) If an employee works 40 hours a week and is paid on a four-week basis the four-week rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - 40 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(c) Full time employment - less than 40-hour work week

(1) If an employee works 37½ or 35 hours a week and is paid on a bi-weekly payroll, the bi-weekly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(2) If an employee works 37½ or 35 hours a week and is paid on a four-week basis, the four-week rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(3) If an employee works full time, but less than 40 hours a week and not 37½ or 35 hours a week and is paid on a bi-weekly payroll, the hourly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in a day times 10 shall be paid.

(4) If an employee works full time, but less than 40 hours a week and not 37½ or 35 hours a week and is paid on a four-week payroll, the hourly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in a day times 20 shall be paid.

(c) Part-time employment

(1) If an employee works less than full time and is paid on a bi-weekly payroll, the hourly rate shown opposite the employee's equivalent monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in the two weeks including any holidays, if the holiday was a regularly scheduled work-day, shall be paid.

(2) If an employee works less than full time and is paid on a four-week payroll, the hourly rate shown opposite the employee's equivalent monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in the four weeks including any holidays, if the holiday was a regularly scheduled work-day, shall be paid.

~~(c) Payment for less than a full pay-roll period~~

~~(1) The amount of salary paid for a period less than a full pay-roll period to an employee otherwise paid on a monthly basis shall be determined on the basis of the number of days the employee worked multiplied by the rate per working day as shown in DPW 141 for the number of working days in the entire month. This is illustrated by the following example.~~

~~An employee appointed at a rate of $410 began work on Monday the 21st of a 30-day month having a total of 22 working days. The employee, therefore, worked eight working days of the month.~~

~~Computation: 8 days x $18.64 ($410.00 rate for a 22-working-day month) = $149.12 payment for the month.~~

(d) Payment for less than a full pay-roll period

(1) The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours the employee worked multiplied by the hourly rate as shown on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 hours - Professional, Support, or Clerical and Maintenance and Trades.

~~(d)~~ *(e)* Part payment from another source

(1) When part of the compensation of a county welfare employee is regularly paid from another source, such as federal, state, city, or county governmental departments, or from a different fund or account outside the control of the county welfare board, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate prescribed for the class of position involved.

(f) Compensation for vacation and/or sick leave upon separation

(1) An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated unused vacation leave in accordance with DPW 104 (c) on the basis of the hourly rate as shown on the

appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades. This amount is determined by multiplying the number of accrued vacation hours by the hourly rate. This is illustrated by the following example.

An employee receiving a salary of $817 per month resigns, with 80 hours of accrued vacation.

Computation: 80 hours of vacation x $4.70/hours = $376.00.

(2) The amount of vacation payment due to the employee must be added to the salary due an employee for the time the employee worked in the last particular pay period (bi-weekly or four-week) of the employee's employment and a lump sum payment made which includes the employee's regular time plus accrued unused vacation.

(3) Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave.

~~(e)~~ *(g)* **Overtime compensation**

(1) *Except for the provisions of the federal Fair Labor Standards Act as they apply to public agencies,* ~~No~~ *no* **additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in an emergency in which the county welfare board orders such overtime** *or when such overtime is otherwise approved in advance by the county welfare board or their designee.* **Rates of pay for this overtime work shall be decided by the county welfare board, and it shall be discretionary with the board whether the employee shall have compensatory time off or overtime pay,** *except as provided in the federal Fair Labor Standards Act.* **When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll.**

(2) When an employee is being compensated for overtime, the payment shall be made on the basis of the hourly rate shown in the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades. The amount is determined by multiplying the number of

overtime hours by the hourly rate. This is illustrated by the following examples:

Straight time payment for overtime.

An employee receiving a salary of $817 per month, $4.70 an hour, works 20 hours of overtime.

Computation: 20 hours x $4.70 = $94.00

Time and a half payment for overtime.

Again, an employee receiving a salary of $817 per month, $4.70 an hour, works 20 hours of overtime.

Computation: 20 hours x 1½ = 30 hours x $4.70 = $141.00

Filing Date:

NEW RULE AS ADOPTED

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 126 Welfare Supervisory Group

(k) Collection Services Supervisor I

(1) Kind of work:

Under general administrative direction, coordinates and supervises the activities of a medium or small size Collections Unit in a county welfare department; participates in related supervisory responsibilities and submits collection data to the county attorney or county board as required; and performs related work as assigned.

(2) Examples of work: (Illustrative only)

Assigns duties to resource examiners and/or other collections unit staff, and plans, coordinates and supervises the general activities of the department. Reviews collections in process and reviews evidence prior to submittal to the county attorney. Coordinates submittal of reports concerning the collection unit's activities to the county attorney or to appropriate welfare department personnel. Receives and processes difficult complaints from the public about alleged problems that cannot be routinely handled by the collections unit staff. Trains and orientates new staff in the methods of investigation, court procedures and general operation of the unit. Conducts interviews and selects staff to work in the collections unit. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination concerning support collections. Supervises the preparation of memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Sees that files and records relating to cases under investigation are maintained. Conducts training sessions for resource examiners, social workers, and staff to acquaint them with the purposes and procedures relating to support collections.

(3) Knowledges and abilities required:

(aa) Thorough knowledge of investigative techniques and procedures. Considerable knowledge of federal, state, and local laws, especially as they relate to support collections. Considerable knowledge of welfare rules and regulations. Knowledge of rules of evidence and court procedures. Knowledge of human behavior.

(bb) Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to supervise the work of others. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview and interrogation. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to be objective.

(4) Minimum qualifications of education and experience:

(aa) High school graduation and five years of experience in collections work in a loan company, bank or credit union; as an insurance investigator, as a law enforcement investigator, or in related work in which collections, location of clients, or investigations are involved.

OR

(bb) A candidate may substitute satisfactory college work for investigative experience on a year-for-year basis not to exceed two years.

OR

(cc) Two years of experience as a Resource Examiner I in a public welfare agency.

Filing Date:

DPW 126

(1) ~~Supervisor of~~ Collection Services *Supervisor II*

(1) Kind of work:

~~Administers a program of collection from estates and individuals for services and for assistance granted within an urban county welfare organization providing hospital and institutional services as well as social services; assumes responsibility for negotiating final settlements in the county interest.~~ *Does responsible professional work in the administration of a unit of a large support and collections division involving interpretation of policies and the supervision of staff; assumes responsibility for a designated area of the program and performs related work as assigned.*

(2) Examples of work: (Illustrative only)

~~Processes estates for recovery, including the initiation of probate proceedings.~~ Reviews cases recommended for investigation and maintains liaison with the county attorney's staff. Recommends the type of action when there is a determination of fraud. Maintains a liaison with enforcement personnel and community resources necessary to effect support collections. ~~Recommends appointment as guardian when necessary.~~ Initiates the legal procedure for collection when necessary. Prepares reports to support enforcement actions. *Assists in the development of* ~~Develops~~ policies and procedures on collections through conferences and consultation with division heads, the welfare director, and representatives of the Department of Public Welfare. Supervises employees and evaluates staff performance and staff needs. *Assists in the development of* ~~Develops~~ standards and controls necessary in the administration of the program.

(3) Knowledges and abilities required:

(aa) Thorough knowledge of federal and state welfare laws, with particular emphasis on provisions for the recovery ~~and conservation of public funds.~~ *of lawfully ordered support payments.* Thorough knowledge of legal methods and procedures

that may be employed in collections from individuals and estates. Considerable knowledge of community resources and agency organization and service. Some knowledge of accounting procedures.

(bb) Ability to supervise and direct the work of others. Ability to formulate and effect policies and procedures. Ability to be firm and fair in the negotiations of final settlements. Ability to work effectively with the courts and legal representatives in the county's interest.

(4) Minimum qualifications of education and experience:

Graduation from an accredited four-year college plus four years of full-time paid experience in related collections work or in ~~case~~ *social* work~~,~~. ~~with at least one of the four years of experience in collections.~~ Substitution, on a year-for-year basis, of graduate training in a recognized school of public administration, business, law, or social work, is permissible. ~~if one of the remaining years of full time paid experience is in collections work.~~

Filing Date:

The following proposed deletions of existing class specifications are indicated by rule number and class title. The proposal is to delete each classification in its entirety.

DPW 125 (s) Manual Writer and Editor
DPW 126 (h) District Supervisor
DPW 126 (n) Work-and-Training Supervisor
DPW 126 (o) Employment Guidance Supervisor
DPW 127 (h) Medical-Social-Work Consultant
DPW 128 (r) Housing Coordinator
DPW 129 (a) Employment-Guidance-Counselor Technician
DPW 130 (a) Nutrition Consultant
DPW 130 (d) Pharmacist
DPW 133 (h) Operations Manager
DPW 133 (i) Electronic-Data-Processing Manager
DPW 134 (b) Lead Key-Punch Operator
DPW 134 (d) Tabulating-Machine Operator I
DPW 134 (e) Tabulating-Maching Operator II
DPW 134 (f) Tabulating-Machine Supervisor
DPW 134 (h) Computer Operator
DPW 134 (i) Lead Computer Operator
DPW 134 (l) Offset-Press Helper
DPW 134 (m) Offset-Press Operator
DPW 135 (c) Lead Janitor
DPW 135 (e) Utility Worker
DPW 135 (g) Maintenance-and-Supplies Supervisor

(Delete entire existing DPW 140 Compensation Plan and DPW 141 Standard Table and insert the following rules.)

Due to the numerous changes in the previous rules they are not shown by ~~strike out~~; only the new rules are shown.

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(a) Professional
(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Adm. Asst. I	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Adm. Asst. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. III	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Adm. Services Director	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Asst. Welfare Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Assoc. M.-&-P. Analyst	863	902	944	987						
Auditor	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Collection Services Supr. II	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Community-Rela. Spec.	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Computer Programmer	863	902	944	987	1032	1079	1126	1177		
Controller	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Day-Care-Center Supr.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Director of Finan. Assist.	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Director of Planning	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Dir. of Pub.-Hlth. Nurs. I	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Dir. of Soc. Serv.	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Dir. of Support Services	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Education Supervisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Emp. Guid. Couns. I	826	863	902	944	987	1032	1079	1126	1177	
Emp. Guid. Couns. II	863	902	944	987	1032	1079	1126	1177	1232	
Emp. Guid. Couns. III	902	944	987	1032	1079	1126	1177	1232	1290	
Home Care Coordinator	944	987	1032	1079	1126	1177	1232	1290		
Home Maker Coordinator II	944	987	1032	1079	1126	1177	1232	1290		
Home Maker Supervisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Marriage Counselor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Med.-Care Advisor	902	944	987	1032	1079	1126	1177	1232	1290	1348
Med.-Serv. Adm.	1538	1609	1683	1760	1839	1923	2013	2105	2200	2297
Meth.-&-Proc. Analyst	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Meth.-&-Proc. Supvr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Nursing Care Advisor	902	944	987	1032	1079	1126	1177	1232	1290	
Occupa. Supvr.-Inst. I	789	826	863	902	944	987	1032	1079	1126	1177
Occupa. Supvr.-Inst. II	902	944	987	1032	1079	1126	1177	1232	1290	1348
Office Manager	826	863	902	944	987	1032	1079	1126	1177	
Personnel Officer I	826	863	902	944	987	1032	1079	1126	1177	1232
Personnel Officer II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Programmer Analyst	987	1032	1079	1126	1177	1232	1290	1348		
Psychologist I	987	1032	1079	1126	1177	1232	1290	1348	1409	
Psychologist II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Public Health Nurse	863	902	944	987	1032	1079	1126			
Pub.-Hlth. Nurs. (Team Leader)	902	944	987	1032	1079	1126	1177			

Registered Nurse										
A.A. degree or 3 yr. Dip.	789	826	863	902	944	987	1032			
Baccalaureate Degree	826	863	902	944	987	1032				
Senior Public-Health Nurse	944	987	1032	1079	1126	1177	1232			
Social Worker I	826	863	902	944						
Social Worker II	902	944	987	1032	1079	1126	1177	1232	1290	1348
Social Worker III	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Soc.-Welf. Supvr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Welf. Supvr. III	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Soc.-Welf. Supvr. Trainee	1008	1055	1102	1150	1203	1261				
Staff-Trng. Supvr. I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Staff-Trng. Supvr. II	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst	1126	1177	1232	1290	1348	1409	1472	1538		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	826	863	902	944	987	1032	1079	1126	1177	
Vol.-Serv. Coord. II	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2857	2986	3127	
Work-Exp. & Trng. Spec.	1032	1079	1126	1177	1232	1290	1348	1409	1472	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Adm. Asst. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Adm. Asst. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Adm. Services Director	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Asst. Welfare Director	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Assoc. M.-&-P. Analyst	902	944	987	1032						
Auditor	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Collection Services Supr. II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Community-Rela. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Computer Programmer	902	944	987	1032	1079	1126	1177	1232		
Controller	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Day-Care-Center Supvr.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Director of Finan. Assist.	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Director of Planning	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Dir. of Pub.-Hlth. Nurs. I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Dir. of Soc. Serv.	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Dir. of Support Services	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Education Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Emp. Guid. Couns. I	863	902	944	987	1032	1079	1126	1177	1232	
Emp. Guid. Couns. II	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. III	944	987	1032	1079	1126	1177	1232	1290	1348	
Home Care Coordinator	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Coordinator II	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Supervisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Marriage Counselor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Med.-Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Med.-Serv. Adm.	1609	1683	1760	1839	1923	2013	2105	2200	2297	2398
Meth.-&-Proc. Analyst	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Meth.-&-Proc. Supvr.	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Nursing Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	
Occupa. Supvr.-Inst. I	826	863	902	944	987	1032	1079	1126	1177	1232
Occupa. Supvr.-Inst. II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Office Manager	863	902	944	987	1032	1079	1126	1177	1232	
Personnel Officer I	863	902	944	987	1032	1079	1126	1177	1232	1290
Personnel Officer II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Programmer Analyst	1032	1079	1126	1177	1232	1290	1348	1409		
Psychologist I	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Psychologist II	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Public Health Nurse	902	944	987	1032	1079	1126	1177			
Pub.-Hlth. Nurs. (Team Leader)	944	987	1032	1079	1126	1177	1232			

Registered Nurse										
A.A. degree or 3 yr. Diploma	826	863	902	944	987	1032	1079			
Baccalaureate Degree	863	902	944	987	1032	1079				
Senior Public-Health Nurse	987	1032	1079	1126	1177	1232	1290			
Social Worker I	863	902	944	987						
Social Worker II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Social Worker III	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Soc.-Welf. Supvr. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Soc.-Welf. Supvr. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Soc.-Welf. Supvr. Trainee	1055	1102	1150	1203	1261	1319				
Staff-Trng. Supvr. I	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Staff-Trng. Supvr. II	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not to be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst	1177	1232	1290	1348	1409	1472	1538	1609		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	863	902	944	987	1032	1079	1126	1177	1232	
Vol.-Serv. Coord. II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2857	2986	3127	
Work-Exp. & Trng. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Adm. Asst. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Adm. Asst. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Adm. Services Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Asst. Welfare Director	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Assoc. M.-&-P. Analyst	944	987	1032	1079						
Auditor	1177	1232	1290	1348	1409	1472	1538	1609	1683	1760
Collection Services Supr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Community-Rela. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Computer Programmer	944	987	1032	1079	1126	1177	1232	1290		
Controller	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Day-Care-Center Supr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Director of Finan. Assist.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Director of Planning	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Pub.-Hlth. Nurs. I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Dir. of Soc. Serv.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Support Services	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Education Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Emp. Guid. Couns. I	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. II	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. III	987	1032	1079	1126	1177	1232	1290	1348	1409	
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Coordinator II	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Marriage Counselor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Med.-Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Med.-Serv. Adm.	1683	1760	1839	1923	2013	2105	2200	2297	2398	2503
Meth. &-Proc. Analyst	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Meth.-&-Proc. Supvr.	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Nursing Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Occupa. Supvr.-Inst. I	863	902	944	987	1032	1079	1126	1177	1232	1290
Occupa. Supvr.-Inst. II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Office Manager	902	944	987	1032	1079	1126	1177	1232	1290	
Personnel Officer I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Personnel Officer II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Programmer Analyst	1079	1126	1177	1232	1290	1348	1409	1472		
Psychologist I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Psychologist II	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Public Health Nurse	965	1008	1055	1102	1150	1203	1261			
Pub.-Hlth. Nurs. (Team Leader)	1008	1055	1102	1150	1203	1261	1319			

Registered Nurse										
A.A. degree or 3 yr. Diploma	881	923	965	1008	1055	1102	1150			
Baccalaureate Degree	923	965	1008	1055	1102	1150				
Senior Public-Health Nurse	1055	1102	1150	1203	1261	1319	1377			
Social Worker I	902	944	987	1032						
Social Worker II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker III	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Welf. Supvr. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Soc.-Welf. Supvr. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Soc.-Welf. Supvr. Trainee	1102	1150	1203	1261	1319	1377				
Staff-Trng. Supvr. I	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Staff-Trng. Supvr. II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not to be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst Trainee	1232	1290	1348	1409	1472	1538	1609	1683		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	902	944	987	1032	1079	1126	1177	1232	1290	
Vol.-Serv. Coord. II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2856	2986	3127	
Work-Exp. & Trng. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(c) Support Personnel

(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	564	590	617	644	675	707			
Collection Services Supvr. I	965	1008	1055	1102	1150	1203	1261	1319	1377
Comm.-Service Aide	383	396	412	433	454	475	496		
Coord. of Aging	617	644	675	707	739	771	807	844	
Counselor on Alcoholism	789	826	863	902	944	987			
Financial-Asst. Specialist	771	807	844	881	923	965	1008	1055	
Financial-Asst. Supvr. I	844	881	923	965	1008	1055	1102	1150	1203
Financial-Asst. Supvr. II	965	1008	1055	1102	1150	1203	1261	1319	1377
Group Home Parents	517	538	564	590	617	644	675	707	
Home Health Aide	475	496	517	538	564	590	617		
Home Health Aide Coord.	675	707	739	771	807	844	881		
Home Maker Coordinator I	675	707	739	771	807	844	881		
Home Maker I	454	475	496	517	538	564	590	617	
Home Maker II	496	517	538	564	590	617	644	675	707
Licensed Practical Nurse	617	644	675	707	739				
Resources Examiner I	755	789	826	863	902	944	987	1032	1079
Resources Examiner II	965	1008	1055	1102	1150	1203	1261		
Resources Examiner III	1055	1102	1150	1203	1261	1319	1377		
Senior Case Aide	675	707	739	771	807	844	881	923	965

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	590	617	644	675	707	739			
Collections Services Supvr. I	1008	1055	1102	1150	1203	1261	1319	1377	1440
Comm.-Service Aide	396	412	433	454	475	496	517		
Coord. of Aging	644	675	707	739	771	807	844	881	
Counselor on Alcoholism	826	863	902	944	987	1032			
Financial-Asst. Specialist	807	844	881	923	965	1008	1055	1102	
Financial-Asst. Supvr. I	881	923	965	1008	1055	1102	1150	1203	1261
Financial-Asst. Supvr. II	1008	1055	1102	1150	1203	1261	1319	1377	1440
Group Home Parents	538	564	590	617	644	675	707	739	
Home Health Aide	496	517	538	564	590	617	644		
Home Health Aide Coord.	707	739	771	807	844	881	923		
Home Maker Coordinator I	707	739	771	807	844	881	923		
Home Maker I	475	496	517	538	564	590	617	644	
Home Maker II	517	538	564	590	617	644	675	707	739
Licensed Practical Nurse	644	675	707	739	771				
Resources Examiner I	789	826	863	902	944	987	1032	1079	1126
Resources Examiner II	1008	1055	1102	1150	1203	1261	1319		
Resources Examiner III	1102	1150	1203	1261	1319	1377	1440		
Senior Case Aide	707	739	771	807	844	881	923	965	1008

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	617	644	675	707	739	771			
Collection Services Supvr. I	1055	1102	1150	1203	1261	1319	1377	1440	1503
Comm.-Service Aide	412	433	454	475	496	517	538		
Coord. of Aging	675	707	739	771	807	844	881	923	
Counselor on Alcoholism	863	902	944	987	1032	1079			
Financial-Asst. Specialist	844	881	923	965	1008	1055	1102	1150	
Financial-Asst. Supvr. I	923	965	1008	1055	1102	1150	1203	1261	1319
Financial-Asst. Supvr. II	1055	1102	1150	1203	1261	1319	1377	1440	1503
Group Home Parents	564	590	617	644	675	707	739	771	
Home Health Aide	517	538	564	590	617	644	675		
Home Health Aide Coord.	739	771	807	844	881	923	965		
Home Maker Coordinator I	739	771	807	844	881	923	965		
Home Maker I	496	517	538	564	590	617	644	675	
Home Maker II	538	564	590	617	644	675	707	739	771
Licensed Practical Nurse	675	707	739	771	807				
Resources Examiner I	826	863	902	944	987	1032	1079	1126	1177
Resources Examiner II	1055	1102	1150	1203	1261	1319	1377		
Resources Examiner III	1150	1203	1261	1319	1377	1440	1503		
Senior Case Aide	739	771	807	844	881	923	965	1008	1055

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(b) Clerical

(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	446	462	483	504	525	546	567	588
Clerical Supervisor	588	614	640	667	694	725	757	789
Clerk I	383	398	414	430	446	462	483	504
Clerk II	446	462	483	504	525	546	567	588
Clerk III	525	546	567	588	614	640	667	694
Clerk-Typist I (1)	398	414	430	446	462	483	504	525
Clerk-Typist II	446	462	483	504	525	546	567	588
Clerk-Typist III	525	546	567	588	614	640	667	694
Clerk Specialist	614	640	667	694	725	757	789	821
Clerk-Steno I	414	430	446	462	483	504	525	546
Clerk-Steno II	483	504	525	546	567	588	614	640
Clerk-Steno III	525	546	567	588	614	640	667	694
Key-Punch Operator	430	446	462	483	504	525	546	567
Swbd. Operator I	414	430	446	462	483	504	525	546
Swbd. Operator II	446	462	483	504	525	546	567	588

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	462	483	504	525	546	567	588	614
Clerical Supervisor	614	640	667	694	725	757	789	821
Clerk I	398	414	430	446	462	483	504	525
Clerk II	462	483	504	525	546	567	588	614
Clerk III	546	567	588	614	640	667	694	725
Clerk-Typist I (1)	414	430	446	462	483	504	525	546
Clerk-Typist II	462	483	504	525	546	567	588	614
Clerk-Typist III	546	567	588	614	640	667	694	725
Clerk Specialist	640	667	694	725	757	789	821	857
Clerk-Steno I	430	446	462	483	504	525	546	567
Clerk-Steno II	504	525	546	567	588	614	640	667
Clerk-Steno III	546	567	588	614	640	667	694	725
Key-Punch Operator	446	462	483	504	525	546	567	588
Swbd. Operator I	430	446	462	483	504	525	546	567
Swbd. Operator II	462	483	504	525	546	567	588	614

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	483	504	525	546	567	588	614	640
Clerical Supervisor	640	667	694	725	757	789	821	857
Clerk I	414	430	446	462	483	504	525	546
Clerk II	483	504	525	546	567	588	614	640
Clerk III	567	588	614	640	667	694	725	757
Clerk-Typist I (1)	430	446	462	483	504	525	546	567
Clerk-Typist II	483	504	525	546	567	588	614	640
Clerk-Typist III	567	588	614	640	667	694	725	757
Clerk Specialist	667	694	725	757	789	821	857	894
Clerk-Steno I	446	462	483	504	525	546	567	588
Clerk-Steno II	525	546	567	588	614	640	667	694
Clerk-Steno III	567	588	614	640	667	694	725	757
Key-Punch Operator	462	483	504	525	546	567	588	614
Swbd. Operator I	446	462	483	504	525	546	567	588
Swbd. Operator II	483	504	525	546	567	588	614	640

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(4) Plan D*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	504	525	546	567	588	614	640	667
Clerical Supervisor	667	694	725	757	789	821	857	894
Clerk I	430	446	462	483	504	525	546	567
Clerk II	504	525	546	567	588	614	640	667
Clerk III	588	614	640	667	694	725	757	789
Clerk-Typist I (1)	446	462	483	504	525	546	567	588
Clerk-Typist II	504	525	546	567	588	614	640	667
Clerk-Typist III	588	614	640	667	694	725	757	789
Clerk Specialist	694	725	757	789	821	857	894	931
Clerk-Steno I	462	483	504	525	546	567	588	614
Clerk-Steno II	546	567	588	614	640	667	694	725
Clerk-Steno III	588	614	640	667	694	725	757	789
Key-Punch Operator	483	504	525	546	567	588	614	640
Swbd. Operator I	462	483	504	525	546	567	588	614
Swbd. Operator II	504	525	546	567	588	614	640	667

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(5) Plan E*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	525	546	567	588	614	640	667	694
Clerical Supervisor	694	725	757	789	821	857	894	931
Clerk I	446	462	483	504	525	546	567	588
Clerk II	525	546	567	588	614	640	667	694
Clerk III	614	640	667	694	725	757	789	821
Clerk-Typist I (1)	462	483	504	525	546	567	588	614
Clerk-Typist II	525	546	567	588	614	640	667	694
Clerk-Typist III	614	640	667	694	725	757	789	821
Clerk Specialist	725	757	789	821	857	894	931	973
Clerk-Steno I	483	504	525	546	567	588	614	640
Clerk-Steno II	567	588	614	640	667	694	725	757
Clerk-Steno III	614	640	667	694	725	757	789	821
Key-Punch Operator	504	525	546	567	588	614	640	667
Swbd. Operator I	483	504	525	546	567	588	614	640
Swbd. Operator II	525	546	567	588	614	640	667	694

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I

(6) Plan F*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	546	567	588	614	640	667	694	725
Clerical Supervisor	725	757	789	821	857	894	931	973
Clerk I	483	504	525	546	567	588	614	640
Clerk II	546	567	588	614	640	667	694	725
Clerk III	640	667	694	725	757	789	821	857
Clerk-Typist I (1)	504	525	546	567	588	614	640	667
Clerk-Typist II	546	567	588	614	640	667	694	725
Clerk-Typist III	640	667	694	725	757	789	821	857
Clerk Specialist	757	789	821	857	894	931	973	1015
Clerk-Steno I	525	546	567	588	614	640	667	694
Clerk-Steno II	588	614	640	667	694	725	757	789
Clerk-Steno III	640	667	694	725	757	789	821	857
Key-Punch Operator	546	567	588	614	640	667	694	725
Swbd. Operator I	504	525	546	567	588	614	640	667
Swbd. Operator II	546	567	588	614	640	667	694	725

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(d) Maintenance & Trades

(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7
Auto Driver	483	504	525	546	567	588	614
Janitor (1)	525	546	567	588	614	640	667
Laborer	$3.02/hour						
Maintenance Worker	546	567	588	614	640	667	694

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7
Auto Driver	614	640	667	694	725	757	789
Janitor (1)	614	640	667	694	725	757	789
Laborer	$3.68/hour						
Maintenance Worker	667	694	725	757	789	821	857

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

DPW 141

COMPENSATION SCHEDULE - 40 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$17.60	$176.00	$352.00
388	2.23	17.84	178.40	356.80
396	2.28	18.24	182.40	364.80
404	2.32	18.56	185.60	371.20
412	2.37	18.96	189.60	379.20
423	2.43	19.44	194.40	388.80
433	2.49	19.92	199.20	398.40
444	2.55	20.40	204.00	408.00
454	2.61	20.88	208.80	417.60
465	2.67	21.36	213.60	427.20
475	2.73	21.84	218.40	436.80
486	2.79	22.32	223.20	446.40
496	2.85	22.80	228.00	456.00
507	2.91	23.28	232.80	465.60
517	2.97	23.76	237.60	475.20
528	3.03	24.24	242.40	484.80
538	3.09	24.72	247.20	494.40
551	3.17	25.36	253.60	507.20
564	3.24	25.92	259.20	518.40
577	3.32	26.56	265.60	531.20
590	3.39	27.12	271.20	542.40
604	3.47	27.76	277.60	555.20
617	3.55	28.40	284.00	568.00
631	3.63	29.04	290.40	580.80
644	3.70	29.60	296.00	592.00
660	3.79	30.32	303.20	606.40
675	3.88	31.04	310.40	620.80
691	3.97	31.76	317.60	635.20
707	4.06	32.48	324.80	649.60
723	4.16	33.28	332.80	665.60
739	4.25	34.00	340.00	680.00
755	4.34	34.72	347.20	694.40
771	4.43	35.44	354.40	708.80
789	4.53	36.24	362.40	724.80
807	4.64	37.12	371.20	742.40
826	4.75	38.00	380.00	760.00
844	4.85	38.80	388.00	776.00
863	4.96	39.68	396.80	793.60
881	5.06	40.48	404.80	809.60
902	5.18	41.44	414.40	828.80

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$923	$5.30	$42.40	$424.00	$848.00
944	5.43	43.44	434.40	868.80
965	5.55	44.40	444.00	888.00
987	5.67	45.36	453.60	907.20
1008	5.79	46.32	463.20	926.40
1032	5.93	47.44	474.40	948.80
1055	6.06	48.48	484.80	969.60
1079	6.20	49.60	496.00	992.00
1102	6.33	50.64	506.40	1012.80
1126	6.47	51.76	517.60	1035.20
1150	6.61	52.88	528.80	1057.60
1177	6.76	54.08	540.80	1081.60
1203	6.91	55.28	552.80	1105.60
1232	7.08	56.64	566.40	1132.80
1261	7.25	58.00	580.00	1160.00
1290	7.41	59.28	592.80	1185.60
1319	7.58	60.64	606.40	1212.80
1348	7.75	62.00	620.00	1240.00
1377	7.91	63.28	632.80	1265.60
1409	8.10	64.80	648.00	1296.00
1440	8.28	66.24	662.40	1324.80
1472	8.46	67.68	676.80	1353.60
1503	8.64	69.12	691.20	1382.40
1538	8.84	70.72	707.20	1414.40
1572	9.03	72.24	722.40	1444.80
1609	9.25	74.00	740.00	1480.00
1646	9.46	75.68	756.80	1513.60
1683	9.67	77.36	773.60	1547.20
1720	9.89	79.12	791.20	1582.40
1760	10.11	80.88	808.80	1617.60
1799	10.34	82.72	827.20	1654.40
1839	10.57	84.56	845.60	1691.20
1878	10.79	86.32	863.20	1726.40
1923	11.05	88.40	884.00	1768.00
1968	11.31	90.48	904.80	1809.60
2013	11.57	92.56	925.60	1851.20
2057	11.82	94.56	945.60	1891.20
2105	12.10	96.80	968.00	1936.00
2152	12.37	98.96	989.60	1979.20
2200	12.64	101.12	1011.20	2022.40
2247	12.91	103.28	1032.80	2065.60
2297	13.20	105.60	1056.00	2112.00
2347	13.49	107.92	1079.20	2158.40
2398	13.78	110.24	1102.40	2204.80
2448	14.07	112.56	1125.60	2251.20
2503	14.39	115.12	1151.20	2302.40
2558	14.70	117.60	1176.00	2352.00
2616	15.03	120.24	1202.40	2404.80
2674	15.37	122.96	1229.60	2459.20
2734	15.71	125.68	1256.80	2513.60

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 Weeks
$2794	$16.06	$128.48	$1284.80	$2569.60
2857	16.42	131.36	1313.60	2627.20
2920	16.78	134.24	1342.40	2684.80
2986	17.16	137.28	1372.80	2745.60
3051	17.53	140.24	1402.40	2804.80
3127	17.97	143.76	1437.60	2875.20
3188	18.32	146.56	1465.60	2931.20

*Hourly rates are based on 2088 hours in a year.

DPW 141

COMPENSATION SCHEDULE - 40 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$17.60	$176.00	$352.00
398	2.29	18.32	183.20	366.40
406	2.33	18.64	186.40	372.80
414	2.38	19.04	190.40	380.80
422	2.43	19.44	194.40	388.80
430	2.47	19.76	197.60	395.20
438	2.52	20.16	201.60	403.20
446	2.56	20.48	204.80	409.60
454	2.61	20.88	208.80	417.60
462	2.66	21.28	212.80	425.60
473	2.72	21.76	217.60	435.20
483	2.78	22.24	222.40	444.80
494	2.84	22.72	227.20	454.40
504	2.90	23.20	232.00	464.00
515	2.96	23.68	236.80	473.60
525	3.02	24.16	241.60	483.20
536	3.08	24.64	246.40	492.80
546	3.14	25.12	251.20	502.40
557	3.20	25.60	256.00	512.00
567	3.26	26.08	260.80	521.60
578	3.32	26.56	265.60	531.20
588	3.38	27.04	270.40	540.80
601	3.45	27.60	276.00	552.00
614	3.53	28.24	282.40	564.80
627	3.60	28.80	288.00	576.00
640	3.68	29.44	294.40	588.80
654	3.76	30.08	300.80	601.60
667	3.83	30.64	306.40	612.80
681	3.91	31.28	312.80	625.60
694	3.99	31.92	319.20	638.40
710	4.08	32.64	326.40	652.80
725	4.17	33.36	333.60	667.20
741	4.26	34.08	340.80	681.60
757	4.35	34.80	348.00	696.00
773	4.44	35.52	355.20	710.40
789	4.53	36.24	362.40	724.80
805	4.63	37.04	370.40	740.80
821	4.72	37.76	377.60	755.20

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$38.56	$385.60	$771.20
857	4.93	39.44	394.40	788.80
876	5.03	40.24	402.40	804.80
894	5.14	41.12	411.20	822.40
913	5.25	42.00	420.00	840.00
931	5.35	42.80	428.00	856.00
952	5.47	43.76	437.60	875.20
973	5.59	44.72	447.20	894.40
994	5.71	45.68	456.80	913.60
1015	5.83	46.64	466.40	932.80
1037	5.96	47.68	476.80	953.60
1058	6.08	48.64	486.40	972.80

*Hourly rates are based on 2088 hours in a year.

DPW 141

COMPENSATION SCHEDULE - 37.5 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$16.50	$165.00	$330.00
388	2.23	16.73	167.30	334.60
396	2.28	17.10	171.00	342.00
404	2.32	17.40	174.00	348.00
412	2.37	17.78	177.80	355.60
423	2.43	18.23	182.30	364.60
433	2.49	18.68	186.80	373.60
444	2.55	19.13	191.30	382.60
454	2.61	19.58	195.80	391.60
465	2.67	20.03	200.30	400.60
475	2.73	20.48	204.80	409.60
486	2.79	20.93	209.30	418.60
496	2.85	21.38	213.80	427.60
507	2.91	21.83	218.30	436.60
517	2.97	22.28	222.80	445.60
528	3.03	22.73	227.30	454.60
538	3.09	23.18	231.80	463.60
551	3.17	23.78	237.80	475.60
564	3.24	24.30	243.00	486.00
577	3.32	24.90	249.00	498.00
590	3.39	25.43	254.30	508.60
604	3.47	26.03	260.30	520.60
617	3.55	26.63	266.30	532.60
631	3.63	27.23	272.30	544.60
644	3.70	27.75	277.50	555.00
660	3.79	28.43	284.30	568.60
675	3.88	29.10	291.00	582.00
691	3.97	29.78	297.80	595.60
707	4.06	30.45	304.50	609.00
723	4.16	31.20	312.00	624.00
739	4.25	31.88	318.80	637.60
755	4.34	32.55	325.50	651.00
771	4.43	33.23	332.30	664.60
789	4.53	33.98	339.80	679.60
807	4.64	34.80	348.00	696.00
826	4.75	35.63	356.30	712.60
844	4.85	36.38	363.80	727.60
863	4.96	37.20	372.00	744.00
881	5.06	37.95	379.50	759.00
902	5.18	38.85	388.50	777.00

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
923	$5.30	$39.75	$397.50	$795.00
944	5.43	40.73	407.30	814.60
965	5.55	41.63	416.30	832.60
987	5.67	42.53	425.30	850.60
1008	5.79	43.43	434.30	868.60
1032	5.93	44.48	444.80	889.60
1055	6.06	45.45	454.50	909.00
1079	6.20	46.50	465.00	930.00
1102	6.33	47.48	474.80	949.60
1126	6.47	48.53	485.30	970.60
1150	6.61	49.58	495.80	991.60
1177	6.76	50.70	507.00	1014.00
1203	6.91	51.83	518.30	1036.60
1232	7.08	53.10	531.00	1062.00
1261	7.25	54.38	543.80	1087.60
1290	7.41	55.58	555.80	1111.60
1319	7.58	56.85	568.50	1137.00
1348	7.75	58.13	581.30	1162.60
1377	7.91	59.33	593.30	1186.60
1409	8.10	60.75	607.50	1215.00
1440	8.28	62.10	621.00	1242.00
1472	8.46	63.45	634.50	1269.00
1503	8.64	64.80	648.00	1296.00
1538	8.84	66.30	663.00	1326.00
1572	9.03	67.73	677.30	1354.60
1609	9.25	69.38	693.80	1387.60
1646	9.46	70.95	709.50	1419.00
1683	9.67	72.53	725.30	1450.60
1720	9.89	74.18	741.80	1483.60
1760	10.11	75.83	758.30	1516.60
1799	10.34	77.55	775.50	1551.00
1839	10.57	79.28	792.80	1585.60
1878	10.79	80.93	809.30	1618.60
1923	11.05	82.88	828.80	1657.60
1968	11.31	84.83	848.30	1696.60
2013	11.57	86.78	867.80	1735.60
2057	11.82	88.65	886.50	1773.00
2105	12.10	90.75	907.50	1815.00
2152	12.37	92.78	927.80	1855.60
2200	12.64	94.80	948.00	1896.00
2247	12.91	96.83	968.30	1936.60
2297	13.20	99.00	990.00	1980.00
2347	13.49	101.18	1011.80	2023.60
2398	13.78	103.35	1033.50	2067.00
2448	14.07	105.53	1055.30	2110.60
2503	14.39	107.93	1079.30	2158.60
2558	14.70	110.25	1102.50	2205.00
2616	15.03	112.73	1127.30	2254.60
2674	15.37	115.28	1152.80	2305.60
2734	15.71	117.83	1178.30	2356.60

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
2794	$16.06	$120.45	$1204.50	$2409.00
2857	16.42	123.15	1231.50	2463.00
2920	16.78	125.85	1258.50	2517.00
2986	17.16	128.70	1287.00	2574.00
3051	17.53	131.48	1314.80	2629.60
3127	17.97	134.78	1347.80	2695.60
3188	18.32	137.40	1374.00	2748.00

* Hourly rates are based on 2088 hours in a year.

DPW 141

COMPENSATION SCHEDULE - 37.5 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$16.50	$165.00	$330.00
398	2.29	17.18	171.80	343.60
406	2.33	17.48	174.80	349.60
414	2.38	17.85	178.50	357.00
422	2.43	18.23	182.30	364.60
430	2.47	18.53	185.30	370.60
438	2.52	18.90	189.00	378.00
446	2.56	19.20	192.00	384.00
454	2.61	19.58	195.80	391.60
462	2.66	19.95	199.50	399.00
473	2.72	20.40	204.00	408.00
483	2.78	20.85	208.50	417.00
494	2.84	21.30	213.00	426.00
504	2.90	21.75	217.50	435.00
515	2.96	22.20	222.00	444.00
525	3.02	22.65	226.50	453.00
536	3.08	23.10	231.00	462.00
546	3.14	23.55	235.50	471.00
557	3.20	24.00	240.00	480.00
567	3.26	24.45	244.50	489.00
578	3.32	24.90	249.00	498.00
588	3.38	25.35	253.50	507.00
601	3.45	25.88	258.80	517.60
614	3.53	26.48	264.80	529.60
627	3.60	27.00	270.00	540.00
640	3.68	27.60	276.00	552.00
654	3.76	28.20	282.00	564.00
667	3.83	28.73	287.30	574.60
681	3.91	29.33	293.30	586.60
694	3.99	29.93	299.30	598.60
710	4.08	30.60	306.00	612.00
725	4.17	31.28	312.80	625.60
741	4.26	31.95	319.50	639.00
757	4.35	32.63	326.30	652.60
773	4.44	33.30	333.00	666.00
789	4.53	33.98	339.80	679.60
805	4.63	34.73	347.30	694.60
821	4.72	35.40	354.00	708.00

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$36.15	$361.50	$723.00
857	4.93	36.98	369.80	739.60
876	5.03	37.73	377.30	754.60
894	5.14	38.55	385.50	771.00
913	5.25	39.38	393.80	787.60
931	5.35	40.13	401.30	802.60
952	5.47	41.03	410.30	820.60
973	5.59	41.93	419.30	838.60
994	5.71	42.83	428.30	856.60
1015	5.83	43.73	437.30	874.60
1037	5.96	44.70	447.00	894.00
1058	6.08	45.60	456.00	912.00

*Hourly rates are based on 2088 hours in a year.

DPW 141

COMPENSATION SCHEDULE - 35 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made on any employee on a monthly basis. The monthly rates are indicated for reference only in finding the orpoer hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$15.40	$154.00	$308.00
388	2.23	15.61	156.10	312.20
396	2.28	15.96	159.60	319.20
404	2.32	16.24	162.40	324.80
412	2.37	16.59	165.90	331.80
423	2.43	17.01	170.10	340.20
433	2.49	17.43	174.30	348.60
444	2.55	17.85	178.50	357.00
454	2.61	18.27	182.70	365.40
465	2.67	18.69	186.90	373.80
475	2.73	19.11	191.10	382.20
486	2.79	19.53	195.30	390.60
496	2.85	19.95	199.50	399.00
507	2.91	20.37	203.70	407.40
517	2.97	20.79	207.90	415.80
528	3.03	21.21	212.10	424.20
538	3.09	21.63	216.30	432.60
551	3.17	22.19	221.90	443.80
564	3.24	22.68	226.80	453.60
577	3.32	23.24	232.40	464.80
590	3.39	23.73	237.30	474.60
604	3.47	24.29	242.90	485.80
617	3.55	24.85	248.50	497.00
631	3.63	25.41	254.10	508.20
644	3.70	25.90	259.00	518.00
660	3.79	26.53	265.30	530.60
675	3.88	27.16	271.60	543.20
691	3.97	27.79	277.90	555.80
707	4.06	28.42	284.20	568.40
723	4.16	29.12	291.20	582.40
739	4.25	29.75	297.50	595.00
755	4.34	30.38	303.80	607.60
771	4.43	31.01	310.10	620.20
789	4.53	31.71	317.10	634.20
807	4.64	32.48	324.80	649.60
826	4.75	33.25	332.50	665.00
844	4.85	33.95	339.50	679.00
863	4.96	34.72	347.20	694.40
881	5.06	35.42	354.20	708.40
902	5.18	36.26	362.60	725.20

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$923	$5.30	$37.10	$371.00	$742.00
944	5.43	38.01	380.10	760.20
965	5.55	38.85	388.50	777.00
987	5.67	39.69	396.90	793.80
1008	5.79	40.53	405.30	810.60
1032	5.93	41.51	415.10	830.20
1055	6.06	42.42	424.20	848.40
1079	6.20	43.40	434.00	868.00
1102	6.33	44.31	443.10	886.20
1126	6.47	45.29	452.90	905.80
1150	6.61	46.27	462.70	925.40
1177	6.76	47.32	473.20	946.40
1203	6.91	48.37	483.70	967.40
1232	7.08	49.56	495.60	991.20
1261	7.25	50.75	507.50	1015.00
1290	7.41	51.87	518.70	1037.40
1319	7.58	53.06	530.60	1061.20
1348	7.75	54.25	542.50	1085.00
1377	7.91	55.37	553.70	1107.40
1409	8.10	56.70	567.00	1134.00
1440	8.28	57.96	579.60	1159.20
1472	8.46	59.22	592.20	1184.40
1503	8.64	60.48	604.80	1209.60
1538	8.84	61.88	618.80	1237.60
1572	9.03	63.21	632.10	1264.20
1609	9.25	64.75	647.50	1295.00
1646	9.46	66.22	662.20	1324.40
1683	9.67	67.69	676.90	1353.80
1720	9.89	69.23	692.30	1384.60
1760	10.11	70.77	707.70	1415.40
1799	10.34	72.38	723.80	1447.60
1839	10.57	73.99	739.90	1479.80
1878	10.79	75.53	755.30	1510.60
1923	11.05	77.35	773.50	1547.00
1968	11.31	79.17	791.70	1583.40
2013	11.57	80.99	809.90	1619.80
2057	11.82	82.74	827.40	1654.80
2105	12.10	84.70	847.00	1694.00
2152	12.37	86.59	865.90	1731.80
2200	12.64	88.48	884.80	1769.60
2247	12.91	90.37	903.70	1807.40
2297	13.20	92.40	924.00	1848.00
2347	13.49	94.43	944.30	1888.60
2398	13.78	96.46	164.60	1929.20
2448	14.07	98.49	984.90	1969.80
2503	14.39	100.73	1007.30	2014.60
2558	14.70	102.90	1029.00	2058.00
2616	15.03	105.21	1052.10	2104.20
2674	15.37	107.59	1075.90	2151.80
2734	15.71	109.97	1099.70	2199.40

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$2794	$16.06	$112.42	$1124.20	$2248.40
2857	16.42	114.94	1149.40	2298.80
2920	16.78	117.46	1174.60	2349.20
2986	17.16	120.12	1201.20	2402.40
3051	17.53	122.71	1227.10	2454.20
3127	17.97	125.79	1257.90	2515.80
3188	18.32	128.24	1282.40	2564.80

*Hourly rates are based on 2088 hours in a year.

DPW 141

COMPENSATION SCHEDULE - 35 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$15.40	$154.00	$308.00
398	2.29	16.03	160.30	320.60
406	2.33	16.31	163.10	326.20
414	2.38	16.66	166.60	333.20
422	2.43	17.01	170.10	340.20
430	2.47	17.29	172.90	345.80
438	2.52	17.64	176.40	352.80
446	2.56	17.92	179.20	358.40
454	2.61	18.27	182.70	365.40
462	2.66	18.62	186.20	372.40
473	2.72	19.04	190.40	380.80
483	2.78	19.46	194.60	389.20
494	2.84	19.88	198.80	397.60
504	2.90	20.30	203.00	406.00
515	2.96	20.72	207.20	414.40
525	3.02	21.14	211.40	422.80
536	3.08	21.56	215.60	431.20
546	3.14	21.98	219.80	439.60
557	3.20	22.40	224.00	448.00
567	3.26	22.82	228.20	456.40
578	3.32	23.24	232.40	464.80
588	3.38	23.66	236.60	473.20
601	3.45	24.15	241.50	483.00
614	3.53	24.71	247.10	494.20
627	3.60	25.20	252.00	504.00
640	3.68	25.76	257.60	515.20
654	3.76	26.32	263.20	526.40
667	3.83	26.81	268.10	536.20
681	3.91	27.37	273.70	547.40
694	3.99	27.93	279.30	558.60
710	4.08	28.56	285.60	571.20
725	4.17	29.19	291.90	583.80
741	4.26	29.82	298.20	596.40
757	4.35	30.45	304.50	609.00
773	4.44	31.08	310.80	621.60
789	4.53	31.71	317.10	634.20
805	4.63	32.41	324.10	648.20
821	4.72	33.04	330.40	660.80

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$33.74	$337.40	$674.80
857	4.93	34.51	345.10	690.20
876	5.03	35.21	352.10	704.20
894	5.14	35.98	359.80	719.60
913	5.25	36.75	367.50	735.00
931	5.35	37.45	374.50	749.00
952	5.47	38.29	382.90	765.80
973	5.59	39.19	391.90	783.80
994	5.71	39.97	399.70	799.40
1015	5.83	40.81	408.10	816.20
1037	5.96	41.72	417.20	834.40
1058	6.08	42.56	425.60	851.20

*Hourly rates are based on 2088 hours in a year.

APPROVED AS TO FORM AND LEGALITY
DEC 9 1975 19
WARREN SPANNAUS, ATTORNEY GENERAL
BY /s/ Michael B. Miller
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 9 - 1975 - 4:00 pm
Joan Anderson Growe
Secretary of State

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
DEC 9 1975
BY Eda Staudenmaier
AUTH. SIGNATURE
R.S
4:15 PM

NEW RULES AS PROPOSED

PROPOSED RULE REVISION

DPW 117 Salary Computation Provisions for *Full and* Part-time Employment, Terminal Vacation *and Sick Leave* Pay, Partial Pay Periods, and Overtime

~~(a) Part-time employment~~

~~(1) All rates prescribed in DPW 140 are standard for full-time employment. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. When payment on an hourly or working-day basis is desirable, the hourly or daily rate shall be found in DPW 141 for the monthly rate the employee would receive if employment were on a full-time basis.~~

~~(b) Compensation for vacation leave upon separation~~

~~(1) An employee who is separated from a county agency shall be paid for his accumulated and unused vacation leave in accordance with DPW 104 (c) on the basis of the daily rate per working day as provided in DPW 141. The amount is determined by multiplying the number of accrued vacation days by the rate per working day as provided in DPW 141 for the number of working days in the month. This is illustrated by the following example:~~

~~An employee receiving a salary of $410 per month resigns, with his last working day on Friday the 25th. He has twelve days of accrued vacation leave. The month is a 30-day month with 22 working days, of which he has worked 19 days. The following month has 21 working days.~~

~~Computation: 12 days vacation accumulated.~~

~~-3 working days remaining in the month of resignation.~~

~~9 working days to be paid for next month.~~

~~Full salary of $410 paid for month of resignation.~~

~~9 days x $19.52 ($410 rate for 21 working day month)~~

~~= $175.68 payment for remainder of vacation leave in the~~

~~the following month.~~

~~One check of $410.00 + $175.68 may be issued upon the~~

~~separation of the employee.~~

(a) Pay Periods

(1) Effective January 1, 1976, employees cannot be paid on a monthly basis. As of this date, employees either must be paid bi-weekly or every four weeks. Payment is to be based on the bi-weekly or four week rates stated in DPW 141. The monthly rates stated in DPW 141 are based on a 40 hour work week with 2088 hours in a year. Employees who work less than 40 hours a week will receive a proportional amount of the monthly rate.

(b) Full time employment - 40 hour work week

(1) If an employee works 40 hours a week and is paid on a bi-weekly payroll, the bi-weekly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule 40 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(2) If an employee works 40 hours a week and is paid on a four-week basis the four-week rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - 40 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(c) Full time employment - less than 40-hour work week

(1) If an employee works 37½ or 35 hours a week and is paid on a bi-weekly payroll, the bi-weekly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(2) If an employee works 37½ or 35 hours a week and is paid on a four-week basis, the four-week rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades shall be paid.

(3) If an employee works full time, but less than 40 hours a week and not 37½ or 35 hours a week and is paid on a bi-weekly payroll, the hourly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in a day times 10 shall be paid.

(4) If an employee works full time, but less than 40 hours a week and not 37½ or 35 hours a week and is paid on a four-week payroll, the hourly rate shown opposite the employee's monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in a day times 20 shall be paid.

(c) Part-time employment

(1) If an employee works less than full time and is paid on a bi-weekly payroll, the hourly rate shown opposite the employee's equivalent monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in the two weeks including any holidays, if the holiday was a regularly scheduled work-day, shall be paid.

(2) If an employee works less than full time and is paid on a four-week payroll, the hourly rate shown opposite the employee's equivalent monthly rate on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades multiplied by the number of hours worked in the four weeks including any holidays, if the holiday was a regularly scheduled work-day, shall be paid.

~~(c) Payment for less than a full pay-roll period~~

~~(1) The amount of salary paid for a period less than a full pay-roll period to an employee otherwise paid on a monthly basis shall be determined on the basis of the number of days the employee worked multiplied by the rate per working day as shown in DPW 141 for the number of working days in the entire month. This is illustrated by the following example.~~

~~An employee appointed at a rate of $410 began work on Monday the 21st of a 30-day month having a total of 22 working days. The employee, therefore, worked eight working days of the month.~~

~~Computation: 8 days x $18.64 ($410.00 rate for a 22-working-day month) = $149.12 payment for the month.~~

(d) Payment for less than a full pay-roll period

(1) The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours the employee worked multiplied by the hourly rate as shown on the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 hours - Professional, Support, or Clerical and Maintenance and Trades.

~~(d)~~ *(e)* Part payment from another source

(1) When part of the compensation of a county welfare employee is regularly paid from another source, such as federal, state, city, or county governmental departments, or from a different fund or account outside the control of the county welfare board, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate prescribed for the class of position involved.

(f) Compensation for vacation and/or sick leave upon separation

(1) An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated unused vacation leave in accordance with DPW 104 (c) on the basis of the hourly rate as shown on the

appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades. This amount is determined by multiplying the number of accrued vacation hours by the hourly rate. This is illustrated by the following example.

An employee receiving a salary of $817 per month resigns, with 80 hours of accrued vacation.

Computation: 80 hours of vacation x $4.70/hours = $376.00.

(2) The amount of vacation payment due to the employee must be added to the salary due an employee for the time the employee worked in the last particular pay period (bi-weekly or four-week) of the employee's employment and a lump sum payment made which includes the employee's regular time plus accrued unused vacation.

(3) Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave.

~~(e)~~ *(g)* **Overtime compensation**

(1) *Except for the provisions of the federal Fair Labor Standards Act as they apply to public agencies,* **No** *no* **additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in an emergency in which the county welfare board orders such overtime** *or when such overtime is otherwise approved in advance by the county welfare board or their designee.* **Rates of pay for this overtime work shall be decided by the county welfare board, and it shall be discretionary with the board whether the employee shall have compensatory time off or overtime pay,** *except as provided in the federal Fair Labor Standards Act.* **When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll.**

(2) When an employee is being compensated for overtime, the payment shall be made on the basis of the hourly rate shown in the appropriate DPW 141 Compensation Schedule - either 40, 37½ or 35 Hours - Professional, Support, or Clerical and Maintenance and Trades. The amount is determined by multiplying the number of

overtime hours by the hourly rate. This is illustrated by the following examples:

Straight time payment for overtime.

An employee receiving a salary of $817 per month, $4.70 an hour, works 20 hours of overtime.

Computation: 20 hours x $4.70 = $94.00

Time and a half payment for overtime.

Again, an employee receiving a salary of $817 per month, $4.70 an hour, works 20 hours of overtime.

Computation: 20 hours x 1½ = 30 hours x $4.70 = $141.00

PROPOSED NEW RULE

DPW 126 Welfare Supervisory Group

(k) Collection Services Supervisor I

(1) Kind of work:

Under general administrative direction, coordinates and supervises the activities of a medium or small size Collections Unit in a county welfare department; participates in related supervisory responsibilities and submits collection data to the county attorney or county board as required; and performs related work as assigned.

(2) Examples of work: (Illustrative only)

Assigns duties to resource examiners attached to the unit and plans, coordinates and supervises the general activities of the department. Reviews collections in process and reviews evidence prior to submittal to the county attorney. Coordinates submittal of reports concerning the Collection Unit's activities to the county attorney or to appropriate welfare department personnel. Receives and processes difficult complaints from the public about alleged problems that cannot be routinely handled by the resource examiner staff. Trains and orientates new staff in the methods of investigation, court procedures and general operation of the unit. Conducts interviews and selects staff to work in the resource examiner unit. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination concerning support collections. Supervises the preparation of memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Sees that files and records relating to cases under investigation are maintained. Conducts training sessions for resource examiners, social workers, and staff to acquaint them with the purposes and procedures relating to support collections.

(3) Knowledges and abilities required:

(aa) Thorough knowledge of investigative techniques and procedures. Considerable knowledge of federal, state, and local laws, especially as they relate to support collections. Considerable knowledge of welfare rules and regulations. Knowledge of rules of evidence and court procedures. Knowledge of human behavior.

(bb) Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to supervise the work of others. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview and interrogation. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to be objective.

(4) Minimum qualifications of education and experience:

(aa) High school graduation and five years of experience in collections work in a loan company, bank or credit union; as an insurance investigator, as a law enforcement investigator, or in related work in which collections, location of clients, or investigations are involved.

OR

(bb) A candidate may substitute satisfactory college work for investigative experience on a year-for-year basis not to exceed two years.

OR

(cc) Two years of experience as a Resource Examiner I in a public welfare agency.

Proposed Class Specification Revision

DPW 126

(1) ~~Supervisor of~~ Collection Services *Supervisor II*

(1) Kind of work:

~~Administers a program of collection from estates and individuals for services and for assistance granted within an urban county welfare organization providing hospital and institutional services as well as social services; assumes responsibility for negotiating final settlements in the county interest.~~ *Does responsible professional work in the administration of a unit of a large support and collections division involving interpretation of policies and the supervision of staff; assumes responsibility for a designated area of the program and performs related work as assigned.*

(2) Examples of work: (Illustrative only)

~~Processes estates for recovery, including the initiation of probate proceedings.~~ Reviews cases recommended for investigation and maintains liaison with the county attorney's staff. Recommends the type of action when there is a determination of fraud. Maintains a liaison with enforcement personnel and community resources necessary to effect support collections. ~~Recommends appointment as guardian when necessary.~~ Initiates the legal procedure for collection when necessary. Prepares reports to support enforcement actions. *Assists in the development of* ~~Develops~~ policies and procedures on collections through conferences and consultation with division heads, the welfare director, and representatives of the Department of Public Welfare. Supervises employees and evaluates staff performance and staff needs. *Assists in the development of* ~~Develops~~ standards and controls necessary in the administration of the program.

(3) Knowledges and abilities required:

(aa) Thorough knowledge of federal and state welfare laws, with particular emphasis on provisions for the recovery ~~and conservation of public funds.~~ *of lawfully ordered support payments.* Thorough knowledge of legal methods and procedures

that may be employed in collections from individuals and estates. Considerable knowledge of community resources and agency organization and service. Some knowledge of accounting procedures.

(bb) Ability to supervise and direct the work of others. Ability to formulate and effect policies and procedures. Ability to be firm and fair in the negotiations of final settlements. Ability to work effectively with the courts and legal representatives in the county's interest.

(4) Minimum qualifications of education and experience:

Graduation from an accredited four-year college plus four years of full-time paid experience in related collections work or in ~~case~~ *social* work~~,~~. ~~with at least one of the four years of experience in collections.~~ Substitution, on a year-for-year basis, of graduate training in a recognized school of public administration, business, law, or social work, is permissible. ~~if one of the remaining years of full time paid experience is in collections work.~~

PROPOSED RULE DELETIONS

The following proposed deletions of existing class specifications are indicated by rule number and class title. The proposal is to delete each classification in its entirety.

DPW 125 (s) Manual Writer and Editor
DPW 126 (h) District Supervisor
DPW 126 (n) Work-and-Training Supervisor
DPW 126 (o) Employment Guidance Supervisor
DPW 127 (h) Medical-Social-Work Consultant
DPW 128 (r) Housing Coordinator
DPW 129 (a) Employment-Guidance-Counselor Technician
DPW 130 (a) Nutrition Consultant
DPW 130 (d) Pharmacist
DPW 133 (h) Operations Manager
DPW 133 (i) Electronic-Data-Processing Manager
DPW 134 (b) Lead Key-Punch Operator
DPW 134 (d) Tabulating-Machine Operator I
DPW 134 (e) Tabulating-Maching Operator II
DPW 134 (f) Tabulating-Machine Supervisor
DPW 134 (h) Computer Operator
DPW 134 (i) Lead Computer Operator
DPW 134 (l) Offset-Press Helper
DPW 134 (m) Offset-Press Operator
DPW 135 (c) Lead Janitor
DPW 135 (e) Utility Worker
DPW 135 (g) Maintenance-and-Supplies Supervisor

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(a) Professional
(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Adm. Asst. I	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Adm. Asst. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. III	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Adm. Services Director	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Asst. Welfare Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Assoc. M.-&-P. Analyst	863	902	944	987						
Auditor	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Collection Services Supr. II	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Community-Rela. Spec.	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Computer Programmer	863	902	944	987	1032	1079	1126	1177		
Controller	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Day-Care-Center Supr.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Director of Finan. Assist.	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Director of Planning	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Dir. of Pub.-Hlth. Nurs. I	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Dir. of Soc. Serv.	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Dir. of Support Services	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Education Supervisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Emp. Guid. Couns. I	826	863	902	944	987	1032	1079	1126	1177	
Emp. Guid. Couns. II	863	902	944	987	1032	1079	1126	1177	1232	
Emp. Guid. Couns. III	902	944	987	1032	1079	1126	1177	1232	1290	
Home Care Coordinator	944	987	1032	1079	1126	1177	1232	1290		
Home Maker Coordinator II	944	987	1032	1079	1126	1177	1232	1290		
Home Maker Supervisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Marriage Counselor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Med.-Care Advisor	902	944	987	1032	1079	1126	1177	1232	1290	1348
Med.-Serv. Adm.	1538	1609	1683	1760	1839	1923	2013	2105	2200	2297
Meth.-&-Proc. Analyst	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Meth.-&-Proc. Supvr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Nursing Care Advisor	902	944	987	1032	1079	1126	1177	1232	1290	
Occupa. Supvr.-Inst. I	789	826	863	902	944	987	1032	1079	1126	1177
Occupa. Supvr.-Inst. II	902	944	987	1032	1079	1126	1177	1232	1290	1348
Office Manager	826	863	902	944	987	1032	1079	1126	1177	
Personnel Officer I	826	863	902	944	987	1032	1079	1126	1177	1232
Personnel Officer II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Programmer Analyst	987	1032	1079	1126	1177	1232	1290	1348		
Psychologist I	987	1032	1079	1126	1177	1232	1290	1348	1409	
Psychologist II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Public Health Nurse	863	902	944	987	1032	1079	1126			
Pub.-Hlth. Nurs. (Team Leader)	902	944	987	1032	1079	1126	1177			

Registered Nurse										
A.A. degree or 3 yr. Dip.	789	826	863	902	944	987	1032			
Baccalaureate Degree	826	863	902	944	987	1032				
Senior Public-Health Nurse	944	987	1032	1079	1126	1177	1232			
Social Worker I	826	863	902	944						
Social Worker II	902	944	987	1032	1079	1126	1177	1232	1290	1348
Social Worker III	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1055	1102	1150	1203	1261	1319	1377	1440	1503	1572
Soc.-Welf. Supvr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Welf. Supvr. III	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Soc.-Welf. Supvr. Trainee	1008	1055	1102	1150	1203	1261				
Staff-Trng. Supvr. I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Staff-Trng. Supvr. II	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst	1126	1177	1232	1290	1348	1409	1472	1538		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	826	863	902	944	987	1032	1079	1126	1177	
Vol.-Serv. Coord. II	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2857	2986	3127	
Work-Exp. & Trng. Spec.	1032	1079	1126	1177	1232	1290	1348	1409	1472	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Adm. Asst. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Adm. Asst. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Adm. Services Director	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Asst. Welfare Director	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Assoc. M.-&-P. Analyst	902	944	987	1032						
Auditor	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Collection Services Supr. II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Community-Rela. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Computer Programmer	902	944	987	1032	1079	1126	1177	1232		
Controller	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Day-Care-Center Supvr.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Director of Finan. Assist.	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Director of Planning	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Dir. of Pub.-Hlth. Nurs. I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Dir. of Soc. Serv.	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Dir. of Support Services	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Education Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Emp. Guid. Couns. I	863	902	944	987	1032	1079	1126	1177	1232	
Emp. Guid. Couns. II	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. III	944	987	1032	1079	1126	1177	1232	1290	1348	
Home Care Coordinator	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Coordinator II	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Supervisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Marriage Counselor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Med.-Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Med.-Serv. Adm.	1609	1683	1760	1839	1923	2013	2105	2200	2297	2398
Meth.-&-Proc. Analyst	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Meth.-&-Proc. Supvr.	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Nursing Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	
Occupa. Supvr.-Inst. I	826	863	902	944	987	1032	1079	1126	1177	1232
Occupa. Supvr.-Inst. II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Office Manager	863	902	944	987	1032	1079	1126	1177	1232	
Personnel Officer I	863	902	944	987	1032	1079	1126	1177	1232	1290
Personnel Officer II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Programmer Analyst	1032	1079	1126	1177	1232	1290	1348	1409		
Psychologist I	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Psychologist II	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Public Health Nurse	902	944	987	1032	1079	1126	1177			
Pub.-Hlth. Nurs. (Team Leader)	944	987	1032	1079	1126	1177	1232			

Registered Nurse										
A.A. degree or 3 yr. Diploma	826	863	902	944	987	1032	1079			
Baccalaureate Degree	863	902	944	987	1032	1079				
Senior Public-Health Nurse	987	1032	1079	1126	1177	1232	1290			
Social Worker I	863	902	944	987						
Social Worker II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Social Worker III	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Soc.-Welf. Supvr. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Soc.-Welf. Supvr. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Soc.-Welf. Supvr. Trainee	1055	1102	1150	1203	1261	1319				
Staff-Trng. Supvr. I	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Staff-Trng. Supvr. II	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not to be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst Trainee	1177	1232	1290	1348	1409	1472	1538	1609		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	863	902	944	987	1032	1079	1126	1177	1232	
Vol.-Serv. Coord. II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2857	2986	3127	
Work-Exp. & Trng. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

DPW 140 Compensation Plan

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	923	965	1008	1055	1102	1150	1203	1261	1319	
Accountant II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Adm. Asst. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Adm. Asst. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Adm. Services Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Asst. Welfare Director	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Assoc. M.-&-P. Analyst	944	987	1032	1079						
Auditor	1177	1232	1290	1348	1409	1472	1538	1609	1683	1760
Collection Services Supr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Community-Rela. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Computer Programmer	944	987	1032	1079	1126	1177	1232	1290		
Controller	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Day-Care-Center Supr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Director of Finan. Assist.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Director of Planning	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Pub.-Hlth. Nurs. I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Dir. of Soc. Serv.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Support Services	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Education Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Emp. Guid. Couns. I	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. II	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. III	987	1032	1079	1126	1177	1232	1290	1348	1409	
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Coordinator II	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Marriage Counselor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Med.-Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Med.-Serv. Adm.	1683	1760	1839	1923	2013	2105	2200	2297	2398	2503
Meth. &-Proc. Analyst	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Meth.-&-Proc. Supvr.	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Nursing Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Occupa. Supvr.-Inst. I	863	902	944	987	1032	1079	1126	1177	1232	1290
Occupa. Supvr.-Inst. II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Office Manager	902	944	987	1032	1079	1126	1177	1232	1290	
Personnel Officer I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Personnel Officer II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Programmer Analyst	1079	1126	1177	1232	1290	1348	1409	1472		
Psychologist I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Psychologist II	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Public Health Nurse	965	1008	1055	1102	1150	1203	1261			
Pub.-Hlth. Nurs. (Team Leader)	1008	1055	1102	1150	1203	1261	1319			

Registered Nurse										
A.A. degree or 3 yr. Diploma	881	923	965	1008	1055	1102	1150			
Baccalaureate Degree	923	965	1008	1055	1102	1150				
Senior Public-Health Nurse	1055	1102	1150	1203	1261	1319	1377			
Social Worker I	902	944	987	1032						
Social Worker II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker III	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Social Worker Trainee	755									
Soc.-Welf. Supvr. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Welf. Supvr. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Soc.-Welf. Supvr. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Soc.-Welf. Supvr. Trainee	1102	1150	1203	1261	1319	1377				
Staff-Trng. Supvr. I	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Staff-Trng. Supvr. II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Student Soc. Worker (Intern)	Rate proposed by appointing authority not to be less than $2.49/hour or more than $3.03/hour.									
Student Soc. Worker (SWEP)	2 yrs. college $2.49/hr; 3 yrs. college $2.73/hr.									
Systems Prog.-Analyst Trainee	1232	1290	1348	1409	1472	1538	1609	1683		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	902	944	987	1032	1079	1126	1177	1232	1290	
Vol.-Serv. Coord. II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Welfare Director I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Welfare Director II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Welfare Director III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Welfare Director IV	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Welfare Director V	2200	2297	2398	2503	2616	2734	2856	2986	3127	
Work-Exp. & Trng. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(c) Support Personnel
(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	564	590	617	644	675	707			
Collection Services Supvr. I	965	1008	1055	1102	1150	1203	1261	1319	1377
Comm.-Service Aide	383	396	412	433	454	475	496		
Coord. of Aging	617	644	675	707	739	771	807	844	
Counselor on Alcoholism	789	826	863	902	944	987			
Financial-Asst. Specialist	771	807	844	881	923	965	1008	1055	
Financial-Asst. Supvr. I	844	881	923	965	1008	1055	1102	1150	1203
Financial-Asst. Supvr. II	965	1008	1055	1102	1150	1203	1261	1319	1377
Group Home Parents	517	538	564	590	617	644	675	707	
Home Health Aide	475	496	517	538	564	590	617		
Home Health Aide Coord.	675	707	739	771	807	844	881		
Home Maker Coordinator I	675	707	739	771	807	844	881		
Home Maker I	454	475	496	517	538	564	590	617	
Home Maker II	496	517	538	564	590	617	644	675	707
Licensed Practical Nurse	617	644	675	707	739				
Resources Examiner I	755	789	826	863	902	944	987	1032	1079
Resources Examiner II	965	1008	1055	1102	1150	1203	1261		
Resources Examiner III	1055	1102	1150	1203	1261	1319	1377		
Senior Case Aide	675	707	739	771	807	844	881	923	965

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	590	617	644	675	707	739			
Collections Services Supvr. I	1008	1055	1102	1150	1203	1261	1319	1377	1440
Comm.-Service Aide	396	412	433	454	475	496	517		
Coord. of Aging	644	675	707	739	771	807	844	881	
Counselor on Alcoholism	826	863	902	944	987	1032			
Financial-Asst. Specialist	807	844	881	923	965	1008	1055	1102	
Financial-Asst. Supvr. I	881	923	965	1008	1055	1102	1150	1203	1261
Financial-Asst. Supvr. II	1008	1055	1102	1150	1203	1261	1319	1377	1440
Group Home Parents	538	564	590	617	644	675	707	739	
Home Health Aide	496	517	538	564	590	617	644		
Home Health Aide Coord.	707	739	771	807	844	881	923		
Home Maker Coordinator I	707	739	771	807	844	881	923		
Home Maker I	475	496	517	538	564	590	617	644	
Home Maker II	517	538	564	590	617	644	675	707	739
Licensed Practical Nurse	644	675	707	739	771				
Resources Examiner I	789	826	863	902	944	987	1032	1079	1126
Resources Examiner II	1008	1055	1102	1150	1203	1261	1319		
Resources Examiner III	1102	1150	1203	1261	1319	1377	1440		
Senior Case Aide	707	739	771	807	844	881	923	965	1008

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8	9
Accounting Officer I	691	723	755	789	826	863	902	944	987
Accounting Officer II	755	789	826	863	902	944	987	1032	1079
Accounting Officer III	863	902	944	987	1032	1079	1126	1177	1232
Case Aide	617	644	675	707	739	771			
Collection Services Supvr. I	1055	1102	1150	1203	1261	1319	1377	1440	1503
Comm.-Service Aide	412	433	454	475	496	517	538		
Coord. of Aging	675	707	739	771	807	844	881	923	
Counselor on Alcoholism	863	902	944	987	1032	1079			
Financial-Asst. Specialist	844	881	923	965	1008	1055	1102	1150	
Financial-Asst. Supvr. I	923	965	1008	1055	1102	1150	1203	1261	1319
Financial-Asst. Supvr. II	1055	1102	1150	1203	1261	1319	1377	1440	1503
Group Home Parents	564	590	617	644	675	707	739	771	
Home Health Aide	517	538	564	590	617	644	675		
Home Health Aide Coord.	739	771	807	844	881	923	965		
Home Maker Coordinator I	739	771	807	844	881	923	965		
Home Maker I	496	517	538	564	590	617	644	675	
Home Maker II	538	564	590	617	644	675	707	739	771
Licensed Practical Nurse	675	707	739	771	807				
Resources Examiner I	826	863	902	944	987	1032	1079	1126	1177
Resources Examiner II	1055	1102	1150	1203	1261	1319	1377		
Resources Examiner III	1150	1203	1261	1319	1377	1440	1503		
Senior Case Aide	739	771	807	844	881	923	965	1008	1055

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(b) Clerical

(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	446	462	483	504	525	546	567	588
Clerical Supervisor	588	614	640	667	694	725	757	789
Clerk I	383	398	414	430	446	462	483	504
Clerk II	446	462	483	504	525	546	567	588
Clerk III	525	546	567	588	614	640	667	694
Clerk-Typist I (1)	398	414	430	446	462	483	504	525
Clerk-Typist II	446	462	483	504	525	546	567	588
Clerk-Typist III	525	546	567	588	614	640	667	694
Clerk Specialist	614	640	667	694	725	757	789	821
Clerk-Steno I	414	430	446	462	483	504	525	546
Clerk-Steno II	483	504	525	546	567	588	614	640
Clerk-Steno III	525	546	567	588	614	640	667	694
Key-Punch Operator	430	446	462	483	504	525	546	567
Swbd. Operator I	414	430	446	462	483	504	525	546
Swbd. Operator II	446	462	483	504	525	546	567	588

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	462	483	504	525	546	567	588	614
Clerical Supervisor	614	640	667	694	725	757	789	821
Clerk I	398	414	430	446	462	483	504	525
Clerk II	462	483	504	525	546	567	588	614
Clerk III	546	567	588	614	640	667	694	725
Clerk-Typist I (1)	414	430	446	462	483	504	525	546
Clerk-Typist II	462	483	504	525	546	567	588	614
Clerk-Typist III	546	567	588	614	640	667	694	725
Clerk Specialist	640	667	694	725	757	789	821	857
Clerk-Steno I	430	446	462	483	504	525	546	567
Clerk-Steno II	504	525	546	567	588	614	640	667
Clerk-Steno III	546	567	588	614	640	667	694	725
Key-Punch Operator	446	462	483	504	525	546	567	588
Swbd. Operator I	430	446	462	483	504	525	546	567
Swbd. Operator II	462	483	504	525	546	567	588	614

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(3) Plan C*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	483	504	525	546	567	588	614	640
Clerical Supervisor	640	667	694	725	757	789	821	857
Clerk I	414	430	446	462	483	504	525	546
Clerk II	483	504	525	546	567	588	614	640
Clerk III	567	588	614	640	667	694	725	757
Clerk-Typist I (1)	430	446	462	483	504	525	546	567
Clerk-Typist II	483	504	525	546	567	588	614	640
Clerk-Typist III	567	588	614	640	667	694	725	757
Clerk Specialist	667	694	725	757	789	821	857	894
Clerk-Steno I	446	462	483	504	525	546	567	588
Clerk-Steno II	525	546	567	588	614	640	667	694
Clerk-Steno III	567	588	614	640	667	694	725	757
Key-Punch Operator	462	483	504	525	546	567	588	614
Swbd. Operator I	446	462	483	504	525	546	567	588
Swbd. Operator II	483	504	525	546	567	588	614	640

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(4) Plan D*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	504	525	546	567	588	614	640	667
Clerical Supervisor	667	694	725	757	789	821	857	894
Clerk I	430	446	462	483	504	525	546	567
Clerk II	504	525	546	567	588	614	640	667
Clerk III	588	614	640	667	694	725	757	789
Clerk-Typist I (1)	446	462	483	504	525	546	567	588
Clerk-Typist II	504	525	546	567	588	614	640	667
Clerk-Typist III	588	614	640	667	694	725	757	789
Clerk Specialist	694	725	757	789	821	857	894	931
Clerk-Steno I	462	483	504	525	546	567	588	614
Clerk-Steno II	546	567	588	614	640	667	694	725
Clerk-Steno III	588	614	640	667	694	725	757	789
Key-Punch Operator	483	504	525	546	567	588	614	640
Swbd. Operator I	462	483	504	525	546	567	588	614
Swbd. Operator II	504	525	546	567	588	614	640	667

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(5) Plan E*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	525	546	567	588	614	640	667	694
Clerical Supervisor	694	725	757	789	821	857	894	931
Clerk I	446	462	483	504	525	546	567	588
Clerk II	525	546	567	588	614	640	667	694
Clerk III	614	640	667	694	725	757	789	821
Clerk-Typist I (1)	462	483	504	525	546	567	588	614
Clerk-Typist II	525	546	567	588	614	640	667	694
Clerk-Typist III	614	640	667	694	725	757	789	821
Clerk Specialist	725	757	789	821	857	894	931	973
Clerk-Steno I	483	504	525	546	567	588	614	640
Clerk-Steno II	567	588	614	640	667	694	725	757
Clerk-Steno III	614	640	667	694	725	757	789	821
Key-Punch Operator	504	525	546	567	588	614	640	667
Swbd. Operator I	483	504	525	546	567	588	614	640
Swbd. Operator II	525	546	567	588	614	640	667	694

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I

(6) Plan F*

(aa) Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	546	567	588	614	640	667	694	725
Clerical Supervisor	725	757	789	821	857	894	931	973
Clerk I	483	504	525	546	567	588	614	640
Clerk II	546	567	588	614	640	667	694	725
Clerk III	640	667	694	725	757	789	821	857
Clerk-Typist I (1)	504	525	546	567	588	614	640	667
Clerk-Typist II	546	567	588	614	640	667	694	725
Clerk-Typist III	640	667	694	725	757	789	821	857
Clerk Specialist	757	789	821	857	894	931	973	1015
Clerk-Steno I	525	546	567	588	614	640	667	694
Clerk-Steno II	588	614	640	667	694	725	757	789
Clerk-Steno III	640	667	694	725	757	789	821	857
Key-Punch Operator	546	567	588	614	640	667	694	725
Swbd. Operator I	504	525	546	567	588	614	640	667
Swbd. Operator II	546	567	588	614	640	667	694	725

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees in this class assigned on a full-time basis to transcribing-machine operation may be paid within the county range for Clerk-Stenographer I.

(d) Maintenance & Trades

(1) Plan A*

(aa) Class of Positions	1	2	3	4	5	6	7
Auto Driver	483	504	525	546	567	588	614
Janitor (1)	525	546	567	588	614	640	667
Laborer	$3.02/hour						
Maintenance Worker	546	567	588	614	640	667	694

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

(2) Plan B*

(aa) Class of Positions	1	2	3	4	5	6	7
Auto Driver	614	640	667	694	725	757	789
Janitor (1)	614	640	667	694	725	757	789
Laborer	$3.68/hour						
Maintenance Worker	667	694	725	757	789	821	857

* The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(1) Employees who are required to work for a period of at least five hours after 6 p.m. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

COMPENSATION SCHEDULE - 40 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$17.60	$176.00	$352.00
388	2.23	17.84	178.40	356.80
396	2.28	18.24	182.40	364.80
404	2.32	18.56	185.60	371.20
412	2.37	18.96	189.60	379.20
423	2.43	19.44	194.40	388.80
433	2.49	19.92	199.20	398.40
444	2.55	20.40	204.00	408.00
454	2.61	20.88	208.80	417.60
465	2.67	21.36	213.60	427.20
475	2.73	21.84	218.40	436.80
486	2.79	22.32	223.20	446.40
496	2.85	22.80	228.00	456.00
507	2.91	23.28	232.80	465.60
517	2.97	23.76	237.60	475.20
528	3.03	24.24	242.40	484.80
538	3.09	24.72	247.20	494.40
551	3.17	25.36	253.60	507.20
564	3.24	25.92	259.20	518.40
577	3.32	26.56	265.60	531.20
590	3.39	27.12	271.20	542.40
604	3.47	27.76	277.60	555.20
617	3.55	28.40	284.00	568.00
631	3.63	29.04	290.40	580.80
644	3.70	29.60	296.00	592.00
660	3.79	30.32	303.20	606.40
675	3.88	31.04	310.40	620.80
691	3.97	31.76	317.60	635.20
707	4.06	32.48	324.80	649.60
723	4.16	33.28	332.80	665.60
739	4.25	34.00	340.00	680.00
755	4.34	34.72	347.20	694.40
771	4.43	35.44	354.40	708.80
789	4.53	36.24	362.40	724.80
807	4.64	37.12	371.20	742.40
826	4.75	38.00	380.00	760.00
844	4.85	38.80	388.00	776.00
863	4.96	39.68	396.80	793.60
881	5.06	40.48	404.80	809.60
902	5.18	41.44	414.40	828.80

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$923	$5.30	$42.40	$424.00	$848.00
944	5.43	43.44	434.40	868.80
965	5.55	44.40	444.00	888.00
987	5.67	45.36	453.60	907.20
1008	5.79	46.32	463.20	926.40
1032	5.93	47.44	474.40	948.80
1055	6.06	48.48	484.80	969.60
1079	6.20	49.60	496.00	992.00
1102	6.33	50.64	506.40	1012.80
1126	6.47	51.76	517.60	1035.20
1150	6.61	52.88	528.80	1057.60
1177	6.76	54.08	540.80	1081.60
1203	6.91	55.28	552.80	1105.60
1232	7.08	56.64	566.40	1132.80
1261	7.25	58.00	580.00	1160.00
1290	7.41	59.28	592.80	1185.60
1319	7.58	60.64	606.40	1212.80
1348	7.75	62.00	620.00	1240.00
1377	7.91	63.28	632.80	1265.60
1409	8.10	64.80	648.00	1296.00
1440	8.28	66.24	662.40	1324.80
1472	8.46	67.68	676.80	1353.60
1503	8.64	69.12	691.20	1382.40
1538	8.84	70.72	707.20	1414.40
1572	9.03	72.24	722.40	1444.80
1609	9.25	74.00	740.00	1480.00
1646	9.46	75.68	756.80	1513.60
1683	9.67	77.36	773.60	1547.20
1720	9.89	79.12	791.20	1582.40
1760	10.11	80.88	808.80	1617.60
1799	10.34	82.72	827.20	1654.40
1839	10.57	84.56	845.60	1691.20
1878	10.79	86.32	863.20	1726.40
1923	11.05	88.40	884.00	1768.00
1968	11.31	90.48	904.80	1809.60
2013	11.57	92.56	925.60	1851.20
2057	11.82	94.56	945.60	1891.20
2105	12.10	96.80	968.00	1936.00
2152	12.37	98.96	989.60	1979.20
2200	12.64	101.12	1011.20	2022.40
2247	12.91	103.28	1032.80	2065.60
2297	13.20	105.60	1056.00	2112.00
2347	13.49	107.92	1079.20	2158.40
2398	13.78	110.24	1102.40	2204.80
2448	14.07	112.56	1125.60	2251.20
2503	14.39	115.12	1151.20	2302.40
2558	14.70	117.60	1176.00	2352.00
2616	15.03	120.24	1202.40	2404.80
2674	15.37	122.96	1229.60	2459.20
2734	15.71	125.68	1256.80	2513.60

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 Weeks
$2794	$16.06	$128.48	$1284.80	$2569.60
2857	16.42	131.36	1313.60	2627.20
2920	16.78	134.24	1342.40	2684.80
2986	17.16	137.28	1372.80	2745.60
3051	17.53	140.24	1402.40	2804.80
3127	17.97	143.76	1437.60	2875.20
3188	18.32	146.56	1465.60	2931.20

*Hourly rates are based on 2088 hours in a year.

COMPENSATION SCHEDULE - 40 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$17.60	$176.00	$352.00
398	2.29	18.32	183.20	366.40
406	2.33	18.64	186.40	372.80
414	2.38	19.04	190.40	380.80
422	2.43	19.44	194.40	388.80
430	2.47	19.76	197.60	395.20
438	2.52	20.16	201.60	403.20
446	2.56	20.48	204.80	409.60
454	2.61	20.88	208.80	417.60
462	2.66	21.28	212.80	425.60
473	2.72	21.76	217.60	435.20
483	2.78	22.24	222.40	444.80
494	2.84	22.72	227.20	454.40
504	2.90	23.20	232.00	464.00
515	2.96	23.68	236.80	473.60
525	3.02	24.16	241.60	483.20
536	3.08	24.64	246.40	492.80
546	3.14	25.12	251.20	502.40
557	3.20	25.60	256.00	512.00
567	3.26	26.08	260.80	521.60
578	3.32	26.56	265.60	531.20
588	3.38	27.04	270.40	540.80
601	3.45	27.60	276.00	552.00
614	3.53	28.24	282.40	564.80
627	3.60	28.80	288.00	576.00
640	3.68	29.44	294.40	588.80
654	3.76	30.08	300.80	601.60
667	3.83	30.64	306.40	612.80
681	3.91	31.28	312.80	625.60
694	3.99	31.92	319.20	638.40
710	4.08	32.64	326.40	652.80
725	4.17	33.36	333.60	667.20
741	4.26	34.08	340.80	681.60
757	4.35	34.80	348.00	696.00
773	4.44	35.52	355.20	710.40
789	4.53	36.24	362.40	724.80
805	4.63	37.04	370.40	740.80
821	4.72	37.76	377.60	755.20

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$38.56	$385.60	$771.20
857	4.93	39.44	394.40	788.80
876	5.03	40.24	402.40	804.80
894	5.14	41.12	411.20	822.40
913	5.25	42.00	420.00	840.00
931	5.35	42.80	428.00	856.00
952	5.47	43.76	437.60	875.20
973	5.59	44.72	447.20	894.40
994	5.71	45.68	456.80	913.60
1015	5.83	46.64	466.40	932.80
1037	5.96	47.68	476.80	953.60
1058	6.08	48.64	486.40	972.80

*Hourly rates are based on 2088 hours in a year.

COMPENSATION SCHEDULE - 37.5 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$16.50	$165.00	$330.00
388	2.23	16.73	167.30	334.60
396	2.28	17.10	171.00	342.00
404	2.32	17.40	174.00	348.00
412	2.37	17.78	177.80	355.60
423	2.43	18.23	182.30	364.60
433	2.49	18.68	186.80	373.60
444	2.55	19.13	191.30	382.60
454	2.61	19.58	195.80	391.60
465	2.67	20.03	200.30	400.60
475	2.73	20.48	204.80	409.60
486	2.79	20.93	209.30	418.60
496	2.85	21.38	213.80	427.60
507	2.91	21.83	218.30	436.60
517	2.97	22.28	222.80	445.60
528	3.03	22.73	227.30	454.60
538	3.09	23.18	231.80	463.60
551	3.17	23.78	237.80	475.60
564	3.24	24.30	243.00	486.00
577	3.32	24.90	249.00	498.00
590	3.39	25.43	254.30	508.60
604	3.47	26.03	260.30	520.60
617	3.55	26.63	266.30	532.60
631	3.63	27.23	272.30	544.60
644	3.70	27.75	277.50	555.00
660	3.79	28.43	284.30	568.60
675	3.88	29.10	291.00	582.00
691	3.97	29.78	297.80	595.60
707	4.06	30.45	304.50	609.00
723	4.16	31.20	312.00	624.00
739	4.25	31.88	318.80	637.60
755	4.34	32.55	325.50	651.00
771	4.43	33.23	332.30	664.60
789	4.53	33.98	339.80	679.60
807	4.64	34.80	348.00	696.00
826	4.75	35.63	356.30	712.60
844	4.85	36.38	363.80	727.60
863	4.96	37.20	372.00	744.00
881	5.06	37.95	379.50	759.00
902	5.18	38.85	388.50	777.00

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
923	$5.30	$39.75	$397.50	$795.00
944	5.43	40.73	407.30	814.60
965	5.55	41.63	416.30	832.60
987	5.67	42.53	425.30	850.60
1008	5.79	43.43	434.30	868.60
1032	5.93	44.48	444.80	889.60
1055	6.06	45.45	454.50	909.00
1079	6.20	46.50	465.00	930.00
1102	6.33	47.48	474.80	949.60
1126	6.47	48.53	485.30	970.60
1150	6.61	49.58	495.80	991.60
1177	6.76	50.70	507.00	1014.00
1203	6.91	51.83	518.30	1036.60
1232	7.08	53.10	531.00	1062.00
1261	7.25	54.38	543.80	1087.60
1290	7.41	55.58	555.80	1111.60
1319	7.58	56.85	568.50	1137.00
1348	7.75	58.13	581.30	1162.60
1377	7.91	59.33	593.30	1186.60
1409	8.10	60.75	607.50	1215.00
1440	8.28	62.10	621.00	1242.00
1472	8.46	63.45	634.50	1269.00
1503	8.64	64.80	648.00	1296.00
1538	8.84	66.30	663.00	1326.00
1572	9.03	67.73	677.30	1354.60
1609	9.25	69.38	693.80	1387.60
1646	9.46	70.95	709.50	1419.00
1683	9.67	72.53	725.30	1450.60
1720	9.89	74.18	741.80	1483.60
1760	10.11	75.83	758.30	1516.60
1799	10.34	77.55	775.50	1551.00
1839	10.57	79.28	792.80	1585.60
1878	10.79	80.93	809.30	1618.60
1923	11.05	82.88	828.80	1657.60
1968	11.31	84.83	848.30	1696.60
2013	11.57	86.78	867.80	1735.60
2057	11.82	88.65	886.50	1773.00
2105	12.10	90.75	907.50	1815.00
2152	12.37	92.78	927.80	1855.60
2200	12.64	94.80	948.00	1896.00
2247	12.91	96.83	968.30	1936.60
2297	13.20	99.00	990.00	1980.00
2347	13.49	101.18	1011.80	2023.60
2398	13.78	103.35	1033.50	2067.00
2448	14.07	105.53	1055.30	2110.60
2503	14.39	107.93	1079.30	2158.60
2558	14.70	110.25	1102.50	2205.00
2616	15.03	112.73	1127.30	2254.60
2674	15.37	115.28	1152.80	2305.60
2734	15.71	117.83	1178.30	2356.60

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
2794	$16.06	$120.45	$1204.50	$2409.00
2857	16.42	123.15	1231.50	2463.00
2920	16.78	125.85	1258.50	2517.00
2986	17.16	128.70	1287.00	2574.00
3051	17.53	131.48	1314.80	2629.60
3127	17.97	134.78	1347.80	2695.60
3188	18.32	137.40	1374.00	2748.00

* Hourly rates are based on 2088 hours in a year.

COMPENSATION SCHEDULE - 37.5 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$16.50	$165.00	$330.00
398	2.29	17.18	171.80	343.60
406	2.33	17.48	174.80	349.60
414	2.38	17.85	178.50	357.00
422	2.43	18.23	182.30	364.60
430	2.47	18.53	185.30	370.60
438	2.52	18.90	189.00	378.00
446	2.56	19.20	192.00	384.00
454	2.61	19.58	195.80	391.60
462	2.66	19.95	199.50	399.00
473	2.72	20.40	204.00	408.00
483	2.78	20.85	208.50	417.00
494	2.84	21.30	213.00	426.00
504	2.90	21.75	217.50	435.00
515	2.96	22.20	222.00	444.00
525	3.02	22.65	226.50	453.00
536	3.08	23.10	231.00	462.00
546	3.14	23.55	235.50	471.00
557	3.20	24.00	240.00	480.00
567	3.26	24.45	244.50	489.00
578	3.32	24.90	249.00	498.00
588	3.38	25.35	253.50	507.00
601	3.45	25.88	258.80	517.60
614	3.53	26.48	264.80	529.60
627	3.60	27.00	270.00	540.00
640	3.68	27.60	276.00	552.00
654	3.76	28.20	282.00	564.00
667	3.83	28.73	287.30	574.60
681	3.91	29.33	293.30	586.60
694	3.99	29.93	299.30	598.60
710	4.08	30.60	306.00	612.00
725	4.17	31.28	312.80	625.60
741	4.26	31.95	319.50	639.00
757	4.35	32.63	326.30	652.60
773	4.44	33.30	333.00	666.00
789	4.53	33.98	339.80	679.60
805	4.63	34.73	347.30	694.60
821	4.72	35.40	354.00	708.00

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$36.15	$361.50	$723.00
857	4.93	36.98	369.80	739.60
876	5.03	37.73	377.30	754.60
894	5.14	38.55	385.50	771.00
913	5.25	39.38	393.80	787.60
931	5.35	40.13	401.30	802.60
952	5.47	41.03	410.30	820.60
973	5.59	41.93	419.30	838.60
994	5.71	42.83	428.30	856.60
1015	5.83	43.73	437.30	874.60
1037	5.96	44.70	447.00	894.00
1058	6.08	45.60	456.00	912.00

*Hourly rates are based on 2088 hours in a year.

COMPENSATION SCHEDULE - 35 HOUR WEEK

PROFESSIONAL AND SUPPORT CLASSES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made on any employee on a monthly basis. The monthly rates are indicated for reference only in finding the orpoer hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$383	$2.20	$15.40	$154.00	$308.00
388	2.23	15.61	156.10	312.20
396	2.28	15.96	159.60	319.20
404	2.32	16.24	162.40	324.80
412	2.37	16.59	165.90	331.80
423	2.43	17.01	170.10	340.20
433	2.49	17.43	174.30	348.60
444	2.55	17.85	178.50	357.00
454	2.61	18.27	182.70	365.40
465	2.67	18.69	186.90	373.80
475	2.73	19.11	191.10	382.20
486	2.79	19.53	195.30	390.60
496	2.85	19.95	199.50	399.00
507	2.91	20.37	203.70	407.40
517	2.97	20.79	207.90	415.80
528	3.03	21.21	212.10	424.20
538	3.09	21.63	216.30	432.60
551	3.17	22.19	221.90	443.80
564	3.24	22.68	226.80	453.60
577	3.32	23.24	232.40	464.80
590	3.39	23.73	237.30	474.60
604	3.47	24.29	242.90	485.80
617	3.55	24.85	248.50	497.00
631	3.63	25.41	254.10	508.20
644	3.70	25.90	259.00	518.00
660	3.79	26.53	265.30	530.60
675	3.88	27.16	271.60	543.20
691	3.97	27.79	277.90	555.80
707	4.06	28.42	284.20	568.40
723	4.16	29.12	291.20	582.40
739	4.25	29.75	297.50	595.00
755	4.34	30.38	303.80	607.60
771	4.43	31.01	310.10	620.20
789	4.53	31.71	317.10	634.20
807	4.64	32.48	324.80	649.60
826	4.75	33.25	332.50	665.00
844	4.85	33.95	339.50	679.00
863	4.96	34.72	347.20	694.40
881	5.06	35.42	354.20	708.40
902	5.18	36.26	362.60	725.20

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$923	$5.30	$37.10	$371.00	$742.00
944	5.43	38.01	380.10	760.20
965	5.55	38.85	388.50	777.00
987	5.67	39.69	396.90	793.80
1008	5.79	40.53	405.30	810.60
1032	5.93	41.51	415.10	830.20
1055	6.06	42.42	424.20	848.40
1079	6.20	43.40	434.00	868.00
1102	6.33	44.31	443.10	886.20
1126	6.47	45.29	452.90	905.80
1150	6.61	46.27	462.70	925.40
1177	6.76	47.32	473.20	946.40
1203	6.91	48.37	483.70	967.40
1232	7.08	49.56	495.60	991.20
1261	7.25	50.75	507.50	1015.00
1290	7.41	51.87	518.70	1037.40
1319	7.58	53.06	530.60	1061.20
1348	7.75	54.25	542.50	1085.00
1377	7.91	55.37	553.70	1107.40
1409	8.10	56.70	567.00	1134.00
1440	8.28	57.96	579.60	1159.20
1472	8.46	59.22	592.20	1184.40
1503	8.64	60.48	604.80	1209.60
1538	8.84	61.88	618.80	1237.60
1572	9.03	63.21	632.10	1264.20
1609	9.25	64.75	647.50	1295.00
1646	9.46	66.22	662.20	1324.40
1683	9.67	67.69	676.90	1353.80
1720	9.89	69.23	692.30	1384.60
1760	10.11	70.77	707.70	1415.40
1799	10.34	72.38	723.80	1447.60
1839	10.57	73.99	739.90	1479.80
1878	10.79	75.53	755.30	1510.60
1923	11.05	77.35	773.50	1547.00
1968	11.31	79.17	791.70	1583.40
2013	11.57	80.99	809.90	1619.80
2057	11.82	82.74	827.40	1654.80
2105	12.10	84.70	847.00	1694.00
2152	12.37	86.59	865.90	1731.80
2200	12.64	88.48	884.80	1769.60
2247	12.91	90.37	903.70	1807.40
2297	13.20	92.40	924.00	1848.00
2347	13.49	94.43	944.30	1888.60
2398	13.78	96.46	164.60	1929.20
2448	14.07	98.49	984.90	1969.80
2503	14.39	100.73	1007.30	2014.60
2558	14.70	102.90	1029.00	2058.00
2616	15.03	105.21	1052.10	2104.20
2674	15.37	107.59	1075.90	2151.80
2734	15.71	109.97	1099.70	2199.40

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
$2794	$16.06	$112.42	$1124.20	$2248.40
2857	16.42	114.94	1149.40	2298.80
2920	16.78	117.46	1174.60	2349.20
2986	17.16	120.12	1201.20	2402.40
3051	17.53	122.71	1227.10	2454.20
3127	17.97	125.79	1257.90	2515.80
3188	18.32	128.24	1282.40	2564.80

*Hourly rates are based on 2088 hours in a year.

COMPENSATION SCHEDULE - 35 HOUR WEEK

CLERICAL AND MAINTENANCE AND TRADES

See DPW 117 for instructions on how to use this schedule for payment on a bi-weekly or 4 week payroll. *Payment cannot be made to any employee on a monthly basis. The monthly rates are indicated for reference only in finding the proper hourly, bi-weekly, or 4 week rate.*

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
383	$2.20	$15.40	$154.00	$308.00
398	2.29	16.03	160.30	320.60
406	2.33	16.31	163.10	326.20
414	2.38	16.66	166.60	333.20
422	2.43	17.01	170.10	340.20
430	2.47	17.29	172.90	345.80
438	2.52	17.64	176.40	352.80
446	2.56	17.92	179.20	358.40
454	2.61	18.27	182.70	365.40
462	2.66	18.62	186.20	372.40
473	2.72	19.04	190.40	380.80
483	2.78	19.46	194.60	389.20
494	2.84	19.88	198.80	397.60
504	2.90	20.30	203.00	406.00
515	2.96	20.72	207.20	414.40
525	3.02	21.14	211.40	422.80
536	3.08	21.56	215.60	431.20
546	3.14	21.98	219.80	439.60
557	3.20	22.40	224.00	448.00
567	3.26	22.82	228.20	456.40
578	3.32	23.24	232.40	464.80
588	3.38	23.66	236.60	473.20
601	3.45	24.15	241.50	483.00
614	3.53	24.71	247.10	494.20
627	3.60	25.20	252.00	504.00
640	3.68	25.76	257.60	515.20
654	3.76	26.32	263.20	526.40
667	3.83	26.81	268.10	536.20
681	3.91	27.37	273.70	547.40
694	3.99	27.93	279.30	558.60
710	4.08	28.56	285.60	571.20
725	4.17	29.19	291.90	583.80
741	4.26	29.82	298.20	596.40
757	4.35	30.45	304.50	609.00
773	4.44	31.08	310.80	621.60
789	4.53	31.71	317.10	634.20
805	4.63	32.41	324.10	648.20
821	4.72	33.04	330.40	660.80

Monthly Salary	Hourly Rate*	Daily Rate	Bi-weekly Rate	4 weeks
839	$4.82	$33.74	$337.40	$674.80
857	4.93	34.51	345.10	690.20
876	5.03	35.21	352.10	704.20
894	5.14	35.98	359.80	719.60
913	5.25	36.75	367.50	735.00
931	5.35	37.45	374.50	749.00
952	5.47	38.29	382.90	765.80
973	5.59	39.19	391.90	783.80
994	5.71	39.97	399.70	799.40
1015	5.83	40.81	408.10	816.20
1037	5.96	41.72	417.20	834.40
1058	6.08	42.56	425.60	851.20

*Hourly rates are based on 2088 hours in a year.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER

In the Matter of the Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Minnesota Commissioner of Public Welfare on the 12th day of September, 1975, at 9:30 a.m. in the auditorium of the State Office Building, Wabasha Avenue (between Aurora and Fuller), St. Paul, Minnesota, after proper notice required by M.S. 1971, Section 15.0412 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 rules identified as Minnesota Merit System Rules are adopted this 3rd day of November, 1975, pursuant to the authority vested in me by Minnesota Statutes 393.07.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

COMMISSIONER OF PUBLIC WELFARE

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER

In the Matter of the Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

FINDINGS OF FACT

The above-entitled matter came on for hearing before the Minnesota Commissioner of Public Welfare on the 12th day of September, 1975, at 9:30 a.m. in the auditorium of the State Office Building, Wabasha Avenue (between Aurora and Fuller), St. Paul, Minnesota, after proper notice required by M.S. 1971, Section 15.0412 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:

The amendment to Minn. Rule DPW 117 and 141 is justified to establish a compensation plan that is based on a 40-hour work week (2088 hours per year). This system will make payment of wages much more equitable than the practice that is currently followed.

The deletion of Minn. Rule DPW 125(s) Manual Writer and Editor; Minn. Rule DPW 126(h) District Supervisor; Minn. Rule DPW 126(n) Work-and-Training Supervisor; Minn. Rule DPW 126(o) Employment-Guidance Supervisor; Minn. Rule DPW 127(h) Medical-Social-Work Consultant; Minn. Rule DPW 128(r) Housing Coordinator; Minn. Rule DPW 129(a) Employment-Guidance Counselor Technician; Minn. Rule DPW 130(a) Nutrition Consultant; Minn. Rule DPW 130(d) Pharmacist; Minn. Rule DPW 133(h) Operations Manager; Minn. Rule DPW 133(i) Electronic-Data-Processing Manager; Minn. Rule DPW 134(b) Lead Key-Punch Operator; Minn. Rule DPW 134(d) Tabulating-Machine Operator I; Minn. Rule DPW 134(e) Tabulating-Machine Operator II; Minn. Rule DPW 134(f) Tabulating-Machine Supervisor; Minn. Rule DPW 134(h) Computer Operator; Minn. Rule DPW 134(i) Lead Computer Operator; Minn. Rule DPW 134(l) Offset-Press Helper; Minn. Rule DPW 134(m) Offset-Press Operator; Minn. Rule DPW 135(c) Lead Janitor; Minn. Rule DPW 135(e) Utility Worker; and Minn. Rule DPW 135(g) Maintenance-and-Supplies Supervisor is justified as these classes are not currently in use and their use in the future is not anticipated.

The amendment to Minn. Rule DPW 140 is justified so as to adjust the existing Merit System Compensation Plan to keep it current with the 9.1% increase in the cost-of-living and to maintain these salaries at a level comparable to salaries paid by public agencies to employees in equivalent positions.

The amendment to Minn. Rule DPW 126(k) and (l) is justified to provide a new class of "Collection Services Supervisor I" and revise the existing class specification of "Supervisor of Collection Services" to "Collection Services Supervisor II" as changes in recent legislation, namely the Title IV-D of the federal Social Security Act, necessitate providing new and revised positions for the administration of new programs.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

COMMISSIONER OF PUBLIC WELFARE

Dated November 3, 1975

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER

In the Matter of Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

STATEMENT OF NEED

The above-captioned rules are amendments to existing rules of the Department of Public Welfare. The last time these rules were amended was: DPW 117 - October 18, 1971; DPW 125(s) - July 16, 1971; DPW 126(h) - December 29, 1961; DPW 126(1) - March 17, 1969; DPW 126(n) and (o) - July 31, 1972; DPW 127(h) - March 15, 1946; DPW 128(n) - July 16, 1971; DPW 129(a) - October 18, 1971; DPW 130(a) - July 16, 1971; DPW 130(d) - September 1, 1965; DPW 133(h) - September 10, 1968; DPW 133(i) - March 6, 1970; DPW 134(b) - March 6, 1970; DPW 134(d) and (e) - December 15, 1952; DPW 134(f) - April 1, 1944; DPW 134(h) - April 20, 1966; DPW 134(i) - September 10, 1968; DPW 134(1) - July 6, 1973; DPW 134(m) - July 31, 1972; DPW 135(c) - April 20, 1966; DPW 135(e) - January 1, 1964; DPW 135(g) - July 16, 1971; DPW 140 and 141 - January 1, 1975.

An amendment of Minn. Rule DPW 140 is necessary in order to adjust the existing compensation plan to keep it current with the 9.1% increase in cost-of-living and to retain Merit System salaries at a level comparable to salaries paid by other public and private agencies in equivalent jobs. Minn. Rule DPW 94 provides that a public hearing shall be held if the annual salary survey shows an increase of 4% or more. The increase currently proposed varies from 6% to 9%.

An amendment to Minn. Rules DPW 117 and 141 is necessary to establish a compensation plan based on a 40-hour work week (2088 hours per year). This change will result in employees being paid on the basis of an hourly rate according to the number of hours worked in a bi-monthly or four-week payroll period. Such a system will make payment much more equitable and fair than that currently in existence. As it now stands, full-time employees are paid a monthly salary with no differentiation between those who work 40 hours, 37½ hours or 35 hours per week.

The deletion of Minn. Rule DPW 125(s) Manual Writer and Editor; Minn. Rule DPW 126(h) District Supervisor; Minn. Rule DPW 126(n) Work-and-training Supervisor; Minn. Rule DPW 126(o) Employment-Guidance Supervisor; Minn. Rule DPW 127(h) Medical-Social-Work Consultant; Minn. Rule DPW 128(r) Housing Coordinator; Minn. Rule DPW 129(a) Employment-Guidance Counselor Technician; Minn. Rule DPW 130(a) Nutrition Consultant; Minn. Rule DPW 130(d) Pharmacist; Minn. Rule DPW 133(h) Operations Manager; Minn. Rule DPW 133(i) Electronic-Data-Processing Manager; Minn. Rule DPW 134(b) Lead Key-Punch Operator; Minn. Rule DPW 134(d) Tabulating-Machine Operator I; Minn. Rule DPW 134(e) Tabulating-Machine Operator II; Minn. Rule DPW 134(f) Tabulating-Machine Supervisor; Minn. Rule DPW 134(h) Computer Operator; Minn. Rule DPW 134(i) Lead Computer Operator; Minn. Rule DPW 134(1) Offset-Press Helper; Minn. Rule DPW 134(m) Offset-Press Operator; Minn. Rule DPW 135(c) Lead Janitor; Minn. Rule DPW 135(e) Utility Worker; and Minn. Rule DPW 135(g) Maintenance-and-Supplies Supervisor is recommended since these classes are not currently in use and their use in the future is not anticipated. They were established for use by the Ramsey County Welfare Department but this county agency is no longer under the state Merit System, having come under the auspicies of the Ramsey County Civil Service Department on January 1, 1974.

Due to recent changes under Title IV-D of the federal Social Security Act, all county agencies must have a Support and Collections Unit. Accordingly, there is a need to revise our current class specification of "Supervisor of Collection Services" and retitle it "Collection Services Supervisor II", as well as develop a new class of "Collection Services Supervisor I" in order to provide adequate supervision of large and small support and collections units. These revisions to the current class will bring the class specification in line with Title IV-D requirements and will set more realistic qualifications making it easier to recruit persons to fill the required positions.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

VERA J. LIKINS
COMMISSIONER

Dated: August 4, 1975.

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the Matter of Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

AFFIDAVIT OF MAILING

Pat Flatten, being first duly sworn, deposes and says:

That on the 8 day of August, 1975, at the City of St. Paul, County of Ramsey, State of Minnesota, (s)he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State as well as to all persons listed on the attached sheet as being members of the Minnesota Legislature.

Pat Flatten

Subscribed and sworn to before me on this 8th day of August, 1975.

Patricia A. Schultz

PATRICIA A. SCHULTZ
Notary Public, Dakota County, Minn.
My Commission Expires June 19, 1981

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the Matter of Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

CERTIFICATE

I hereby certify that the attached 432 labels and 1 sheets for Public Welfare constitute the complete list of persons, associations, and other interested groups who, as of 8:30 o'clock A.M., this 6th day of August, 1975, have requested pursuant to M.S. 1971, Section 15.0412, 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.

Secretary of State

Joan Anderson Growe

By Lil Dion

PUBLIC WELFARE

Blade, Joe -Mpls Star, 425 Portland Ave.,Mpls.

Community Mental Health Board of the Northern Pines Mental Health Center, 103-105 1st St. S.E., Little Falls 56345

Curtis, Dr. E.Louis, Prof.Education, U of M., Morris 56267

Deephaven Montessori School, Inc. 188 So. Circle A Drive, Wayzata 55391

Goldberg, Paula, 5315 James Ave. S., Mpls. 55419

Kurtz, Mrs. Kirsten, Mn. Nurses' Assn., 1821 Univ. Ave.,St. Paul, 55104

Legal Aid Society, 501 Park Ave., Mpls. 55415

Local #34, AFSC & ME, Box 2016, Commerce Sta., Mpls.55415

Lutheran Soc.Service,Attn.H.L.Paulsen, 2414 Park Ave S.,Mpls. 55404

Minneapolis & Hennepin County Mental Health Clinic,619 S. 5th St.,MPls., 55415

Minn.Ass'n For Ed. Young Children,RM 373 So.Griggs-MidwayBldg,1821 Univ.St.Paul55104

Minnesota Legislative Comm. of Blind, 1605 Eustis, St. Paul 55108

Minn. State Pharmaceutical Ass'n., 2388 Univ. Ave. St.Paul 55104

Moratzka, Timothy, 1304 Vermillion St., Hastings 55033

Neff, Dr. Walter S., Virginia 55792

Northland Mental Health Center, 415 S. Pokegema, Grand Rapids 55744

Public Relief, BD. of Public Welfare, Attn.Dir.Jensen, 250 S. 4th St.,Mpls.55415

Sister Letitia M. Close, B.V.M., 415 Summit Ave., St.Paul 55102

Southwestern Mental Health Center, 306 N. McKenzie St., Luverne 56156

Upper Mississippi Mental Health Center, Attn: Dr. Howard C.Reid,510Beltrami Av. Bemidji

Veterans' Affairs, Veterans Service Bldg., St. Paul 55155

Welfare Rights Organization,% Stephen Parsons, 1118 Newton Av.No.Mpls.55411

West Central Mental Health Center, 323 W. 6th St., Willmar 56201

ALLENDORF MARSHALL
220 GRAIN EX 400 S 4TH
MPLS MN
55415

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 JAMES
7703 NORMANDALE RD
MPLS MN
55435

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ARROWHEAD REGIONAL DEV COMM
900 ALWORTH BLDG
DULUTH MN
55802

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

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
118 E MAIN ST
ANOKA MN
55303

BARKER KENT
8100 34TH AVE SO
MPLS MN
55420

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

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

BENSONI PETER USW OF AM
609 PROVIDENCE BLDG.
DULUTH MN

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

BEUTEL ROBERT
2200 SILVER LAKE RD
NEW BRIGHTON MN
55112

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

BUCHHOLTZ CHARLES
5044 BRENT AVE E
INV GRV HTS MN
55075

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

BUSCH NOEL
3131 FERNBROOK LANE N
MPLS MN
55441

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

CARLSON VERNE E
BOX 755 CITY HALL
WILLMAR MN
56201

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 HAROLD
BOX 3047
MANKATO MN
56001

ANTHONY DICK WDSM RADIO
230 E SUPR ST
DULUTH MN
55102

ARNOLD ROBERT MESPA
41 SHERBURNE
ST PAUL MN
55103

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

ASSOCIATED GEN CONTROF MN
48 E 8TH STREET
ST PAUL MN
55101

ASSN RESIDENCES FOR RETARDED
459 RICE SUITE 301
ST PAUL MN
55103

AUTOMOBILE MFRS ASSN INC
55 SHERBURNE AVE
ST PAUL MN
55103

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BERGSETH THOMAS
1011 NICOLLET MALL
MPLS MN
55403

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BLOOMINGTON CITY CLERK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

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

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

CAIN RUTH
730 E 38TH ST
MPLS MN
55407

CAIRNS JOHN A
47TH FLR IDS CENTER
MPLS MN
55402

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

CENTRAL BUSINESS DATA
BENSON RADIO ARCADE BLD
BENSON MN
56215

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

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

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
5TH FLR METRO SQ BLDG
ST PAUL MN
55101

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DICKINSON MRS JOANNE
BOX 1065
MARSHALL MN
56258

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DOUGLASS BELL
525 OSBORN BLDG
ST PAUL MN
55102

DOW CHEMICAL
47 BLDG
MIDLAND MI
48640

DUNN OLIVER PLUMBERS LOC 15
708 SO 10TH ST
MPLS MN
55404

DZUGAN KEN ST PAUL PLANNING
421 WABASHA ST
ST PAUL MN
55102

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11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

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

ENNIS A F BOISE CASCADE
PO BOX 713
INTL FALLS MN
56649

ENV SERV-GEN RESOURCE CORP
6340 INDUSTRIAL DR
HOPKINS MN
55343

CENTRAL MN REGIONAL DEV COMM
1139 FRANKLIN AVE
SAUK RAPIDS MN
56379

CHAMBER OF COMMERCE
30 SO 1ST AVE EAST
ELY MN
55731

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

CHRISTIANSEN FREDRIK
RM 505 CAPITOL SQ BLDG
ST PAUL MN
55155

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

CLAUSEN PHILLIP
2307 STANDISH 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

CRAVEN NORMAN
10637 THOMAS AVE S
BLOOMINGTON MN
55431

DAILEY THOMAS ECONOMICS L
370 WABASHA ST
ST PAUL MN
55102

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DAYTON CHAS SIERRA CLUB
800 MIDLAND BANK BLDG
MPLS MN
55401

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

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

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161 W. MAIN
PERHAM MN
56573

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55408

EMERICK RICHARD A
1908 IDS CENTER
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55402

ERDMAN ROGER TENNANT CO
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MPLS MN
55441

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

ESSE KENNETH
4801 W 50TH ST
EDINA MN
55424

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

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

FARRELL FRANK BUR NOR
RM 1180 176 E 5TH ST
ST PAUL MN
55101

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

FLADLAND CLINTON MN L&P BUR
796 RAYMOND AVE
ST PAUL MN
55114

FLEMING FREDERICK A
1860 HIGHLAND PARKWAY
ST PAUL MN
55116

FORSBERG AGR SERV
518 SUMMIT AVE
NEW ULM MN
56073

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

FREDRIKSON BYRON ET AL
47TH FLR IDS CENTER M
PLS MN
55402

FURLONG DR JOHN
RT 1
BOVEY MN
55709

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

GARDNER HDW - R A JOHNSON
515 WASHINGTON AVE N
MPLS MN
55401

GEORGE K GRANSE CO
1477 SELBY AVE
ST PAUL MN
55104

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

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55406

GRAHAM THOS H
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MPLS MN
55401

GREEN DEL CITY MGR
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BLOOMINGTON MN
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55102

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56201

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55444

HAROLD J WESTIN CONSTRUCTORS
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55101

EVERETT JERRY NW PETRO ASSN
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MPLS MN
55402

EWALD DOUGLAS MINN HOSP A
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MPLS MN
55414

FAEGRE & BENSON ATTN LIBR
1300 NW BANK BLDG
MPLS MN
55402

FARMERS ELEVATOR ASSN
852 GRAIN EXCH BLDG
MPLS MN
55415

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FINNEGAN J.R.
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ST.PAUL MN
55101

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3007 LYNDALE AVE SO
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55408

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203 HANOVER 480 CEDAR
ST PAUL MN
55101

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MPLS MN
55415

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811 FIRST NATL BK BLDG
DULUTH MN
55802

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EDINA MN
55424

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220 GRAIN EXCH
MPLS MN
55415

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PO BOX 800
AUSTIN MN
55912

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

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3901 GOLDEN VALLEY RD.
MPLS. MN
55422

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

GREATER MET AREA HOSPITAL
5152 CEDAR AVE S
MPLS MN
55417

GREEN JANET
9773 N SHORE DR
DULUTH MN
55804

GUSTAFSON DAN-LABOR TEMPL
312 CENTRAL
MPLS MN
55414

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HANFT PHILIP M
1200 ALWORTH BLDG
DULUTH MN
55802

HARVEY MICHAEL
1390 W M HAHA PKWY
MPLS MN
55409

HALLBERG LEE & MCCABE
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MPLS MN
55417

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55440

HAYES,THOMAS W
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DULUTH MN
55812

HESS DONALD MIDWEST PLANNING
2101 HENN BLDG
MPLS MN
55405

HART PATRICK V
112 E LIBERTY BOX 3271
MANKATO MN
56001

HEIM PAUL
1320 SOO LINE BLDG
MPLS MN
55402

HEINTZ MARY ELLEN
PO BOX 599
CINCINNATI OH
45201

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

HINRICHSEN PATRICK
MANKATO FREE PRESS
MANKATO MN
56001

HOLMES EUSTIS ET AL
4610 IDS CENTER
MPLS MN
55402

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

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

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

HUMAN RIGHTS
200 CAPITOL SQ BLDG
ST PAUL MN
55101

HUNT JAMES P JR
11470 GALTIER DR
BURNSVILLE MN
55378

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

INTERSTATE POWER RW STEELE
1000 MAIN ST
DUBUQUE IA
52001

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

JACKMAN DONALD G
4023 E LAKE ST
MPLS MN
55406

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

JOHNSON & SANDERSON
ST MARYS HOSPITAL
ROCHESTER MN
55901

JOHNSON M.D. FRUNDT & FRUNDT

BLUE EARTH MN
56013

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

HEALTH MANPOWER C LARSON
717 DELAWARE ST SE
MPLS MN
55440

HENTHORN GARY WOODSTOCK
7365 LANDAU DR
BLOOMINGTON MN
55438

HARTFELDT WILL
434 HAMM BLDG
ST PAUL MN
55102

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HEISENFELT WM
BOX 516
BEMIDJI MN
56601

HICHINGER-MARK PLANNING
421 WABASHA ST
ST PAUL MN
55102

HOLDAHL SCOTT
380 N BLDG GRAIN EXCH
MPLS MN
55415

HOLEY GEO AERONAUTICS
DOWNTOWN AIRPORT
ST PAUL MN
55107

HORNER WALDORF - KAZIUKEWICZ
PO BOX 3260
ST PAUL MN
55165

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HULSTRAND ANDERSON & LARSON
PO BOX 130
WILLMAR MN
56201

HULTMAN WARREN R
C/O BARBARCSSA R3
OSSEO MN
55369

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

HYLAND DEAN
1501 W 50TH ST
MPLS MN
55419

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

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

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

JAIN NIRMAL ENIV PROCESS
1220 GLENWOOD AVE
MPLS MN
55405

JENOS INC
525 LAKE AVE SO
DULUTH MN
55801

JOHNSON CLARENCE IBEW LU 292
3615 37TH AVE S
MPLS MN
55406

JOHNSON LEROY
9939 BLUEBIRD ST NW
COON RAPIDS MN
55433

KABLE RICHARD W

BETHEL MN
55006

KAVANEY RICHARD
1220 NORTHERN FED BLDG
ST PAUL MN
55102

KEASEY MIKE
909 6TH AVE N
ST CLOUD MN
56301

KING,TIMOTHY
3333 OAKLAND AVE S
MPLS MN
55407

KLOSTER MARION PEAVEY CO
730 2ND AVE S
MPLS MN
55402

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

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

KRAMER ERNEST W
717 DELAWARE ST SE
MPLS MN
55440

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

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LIBBEY LEONARD
BOX 17011 NOKOMIS STA
MPLS MN
55417

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

MCDONALD PHILIP M
2077 SELBY AVE
ST PAUL MN
55104

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

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

MANTHEY T J PICKANDS MATHER
1100 SUPERIOR AVE
CLEVELAND OH
44114

MASTOR & MATTSON LTD
315 PEAVEY BLDG
MPLS MN
55402

MECCA
867 GRAND AVE
ST PAUL MN
55105

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

KEENAN RICHARD J
4444 IDS BLDG
MPLS MN
55402

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

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

KNOPP TIMOTHY
COLLEGE FORESTRY U OF M
ST PAUL MN
55108

KNVDSON ROBT
4375 BROWNDALE AVE
MPLS MN
55424

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

KRONLOKKEN J E
10048 NORD RD
BLOOMINGTON MN
55437

LANGVIN DAVID
7500 80TH ST S
COTTAGE GROVE MN
55016

LANSING & OAKES
400 SIBLEY ST
ST PAUL MN
55101

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

LEAGUE MN MUNIC
300 HANOVER 480 CEDAR
ST PAUL MN
55101

LINDALL & JONATHAN DEVELOP.
VILLAGE ONE CENTER
CHASKA MN
55318

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

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

MCKIBBON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MANKATO STAT STUDENT SENATE
CENTENNIAL STUDENT UN
MANKATO MN
56001

MANKATO STATE STUDENT AS
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MAYO FOUNDATION G ORWOLL
200 FIRST AVE NW
ROCHESTER MN
55901

MERRITT GRANT POLLUTION CONT
1935 W CO RD 32
ROSEVILLE MN
55113

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

METROPOLITAN COUNCIL LIBRARY
300 METRO SQUARE
ST PAUL MN
55155

MIDLAND GLASS- HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MPLS CHAMBER COMM TRANSP DPT
15 S 5TH ST
MPLS MN
55402

MPLS CITY ATTORNEY
325M CITY HALL
MPLS MN
55415

MIDLAND GLASS-HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MILLER PAUL J PHARMACY SERV
ST MARYS HOSP
ROCHESTER MN
55901

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

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

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

MINN ASSN WATERSHED DIST'S

ADA MN
56510

MINN COMMUNITY DEVELOP SERV
512 ROSSMOR BLDG
ST PAUL MN
55101

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

MINN ELECTRICAL ASSN INC
525 SO 7TH
MPLS MN
55415

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
1020 NORTHERN FED BLDG
ST PAUL MN
55102

MINN POULTRY & HATCHERY ASSN
BOX 158
MADELIA MN
56062

MINN RETAIL FEDERATION
7600 PARKLAWN STE 457
MPLS MN
55435

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

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

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

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

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

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

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

MINN COMM FOR HANDICAPPED
METRO SQ 492 7TH & ROBT
ST PAUL MN
55101

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

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

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

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

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

MINN HWYS MANAGEMENT SERV
407 HWY BLDG
ST PAUL MN
55101

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

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

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

MINN SCH BUS OPERATORS ASSN

FARIBAULT MN
55021

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

MINN STATE BD PHARMACY
717 DELAWARE ST SE #351
MPLS MN
55414

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

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

MINN STATE RETIREMENT SYSTEM
529 JACKSON ST
ST PAUL MN
55101

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

MINN VETERANS MED ASSN
2175 W HWY 36
ROSEVILLE MN
55113

MN PUB INT RESEARCH GROUP
3036 UNIV AVE SE
MPLS MN
55414

MOFFITT R.C. [redacted]
MPLS.CITY HALL RM 301M
MPLS MN
55415

MORTON BUILDINGS INC
R #1
FOLEY MN
56329

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

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

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

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

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

NESBITT JOHN
7851 METRO PKWY S 118
MPLS MN
55420

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

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

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

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

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

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

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PETERSON JOHN W
510 NW BK BLDG
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 C
600 2ND ST
HUDSON WI
54016

MOOD R BLOOMINGTON HLTH DEPT
10200 PENN SO
BLOOMINGTON MN
55431

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

MUELLER SHIRLEY A
787 W COTTAGE AVE
ST PAUL MN
55117

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NELSON DONALD E NSP CO
414 NICOLLET AVE
MPLS MN
55401

NEDELL HAROLD - MEINEKE
6300 W LOOP S SUITE 200
BELLAIRE TX
77401

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

NO SUB MONTESSORI-S SADDL
2487 HELEN COURT
NO ST PAUL MN
55109

NURSING HOME ADMRS BD EXAMRS
RM 340 717 DELAWARE SE
MPLS MN
55414

NUTTER JULIA
743 W MONTANA
ST PAUL MN
55117

O'BRIEN J.DENNIS
1100 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

OLOFSON ARTHUR MBO & MAINC
927 SOO LINE BLDG
MPLS MN
55402

OSTRUM DONALD E
PO BOX 33163
COON RAPIDS MN
55433

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN

DEGRAFF MN
56233

PETERSON GARY
854 MIDLAND BK BLDG
MPLS MN
55401

PFEIFER AND SHULTZ, INC
1433 UTICA AVE S
MPLS MN
55416

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

PHILLIPS LEGISLATIVE SERVICE
459 RICE ST
ST PAUL MN
55103

PORTER LYLE O

TRACY MN
56175

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

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

PROCTOR&GAMBLE L THEOHAROUS
IVORYDALE TECH CENTER
CINCINNATI OH
45217

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

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

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

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

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

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

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

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

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

SCHWERMAN EARL JR
1535 8TH AVE SE
ROCHESTER MN
55901

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

PINNETTI NICK M HALEY & ASS.
40 CENTRAL PARK S
NEW YORK NY
10019

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

POSS DONALD G
6301 SHINGLE CREEK PKWY
BROOKLYN CTR MN
55430

POYZER ROBT
BOX 675
FERGUS FALLS MN
56357

PULSCHER RBT SPRINGSTED INC
813 OSBORN BLDG
ST PAUL MN
55102

RADMAN RICHARD-LABOR TEMPLE
418 AUDITORIUM
ST PAUL MN
55102

RANALLO CLARENCE
800 CENTRAL AVE N E
MPLS MN
55413

REID DAVID H
5633 WASHBURN AVE S
MPLS MN
55410

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

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROE DAVID
175 AURORA
ST PAUL MN
55103

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

RUDY FLOYD
118 AVE C
CLOQUET MN
55720

SANFORD S M
7000 PORTLAND AVE
RICHFIELD MN
55423

SATHRE, HARVEY
375 MARION STREET
ST PAUL MN
55103

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

ST PAUL FOOD RETAILERS AS
1220 ARCADE
ST PAUL MN
55106

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

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

SCHUTZ LINDA
RM 328 CAPITOL BLDG
ST PAUL MN
55155

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

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

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SENATE COUN F ROOM 24
STATE CAPITOL
ST PAUL MN
55101

SENA FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL MN
55101

SHARP BOB
4125 HIGHWOOD RD
ST LOUIS PK MN
55416

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

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

SLOCUM CHARLES A
1203 IDS TOWER
MPLS MN
55402

SNELL LYN
BOX 314
EDEN VALLEY MN
55329

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

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 DALE
P O BOX 339
FOREST LAKE MN
55025

SWANSON GERALD H
212 CITY HALL
ROCHESTER MN
55901

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

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

TOUCHE ROSS & CO K H STOCKE
780 NORTHSTAR CNTR
MPLS MN
55402

TWIN CITY RETAIL DRUGGIST AS
2388 UNIV AVE
ST PAUL MN
55104

VAN CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

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

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

SMERIKA WN.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

SMITH MICHAEL
1423 NEWTON AVE N
MPLS MN
55411

SODERBERG HAROLD J
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

SODERMAN ANTHONY
152 S PLAZA BLDG
MPLS MN
55416

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

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

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

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

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

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

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

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

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

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

VOLDNESS PERRY
IDS 8TH & MARQUETTE
MPLS MN
55402

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

VOS LEROY
2137 BURNS AVE
ST PAUL MN
55119

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

WANQUIST ALLEN
RM 252 FEDERAL BLDG
ST PAUL MN
55101

WHITING RALPH
555 WABASHA SUITE 204
ST PAUL MN
55102

WHITLOCK A G
ECCN LAB OSBORN BLDG
ST PAUL MN
55102

WILEY ENTERPRISES
101 5TH AVE SE
OSSEO MN
55369

WILSON R GARY PPG INDUSTR
1 GATEWAY CENTER
PITTSBURGH PA
15222

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WYANT CLINTON W ATTY

ATKIN MN
56431



WALD JEAN
5746 SANDER DR
MPLS MN
55417

WALIGORA ROBERT
3228 SO 17TH AVE
MPLS MN
55407

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WESTIN CHAS W
220 MEDICAL ARTS BLDG
DULUTH MN
55802

WILCOX J PATRICK
1220 NORTHERN FED BLDG
ST PAUL MN
55102

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

WIS FEEDER PIG MARKET CO-OP

FRANCIS CREEK WI

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER

In the Matter of Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140, 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to Minnesota Statutes 15.0412, subd. 4 (1974), as amended by Laws 1975, Chapter 380, in the above-entitled matter, in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on Friday, September 12, 1975, commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed amendments of the rules first captioned-above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Under Minnesota Statutes 10A.01, subd. 11 (1974), any individual representing persons or associations attempting to influence administrative action, such as promulgation of amendments to these rules, must register with the State Ethics Commission as a lobbyist within five (5) days of the commencement of such activity by the individual. (The State Ethics Commission is located at Room 410, State Office Building, St. Paul, Minnesota, 55155.)

This hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered.

The major proposal involves adjustment of the County Welfare Merit System Compensation Plan for positions in the county welfare agencies. (Minn. Rule DPW 140). It is recommended that classes on the Professional Salary Schedule be adjusted one and one-half steps (approximately 6.75%) at minimum and maximum salary with a few exceptions; that classes on the Support Salary Schedule be adjusted two steps (approximately 9%) at minimum and maximum salary with one exception; that classes on the Clerical Salary Schedule be adjusted varying amounts from $7 to $35 at minimum and maximum salary; and that classes on the Maintenance and Trades Salary Schedule be adjusted varying amounts from $17 to $50 in minimum and maximum salary. All adjustments are to become effective January 1, 1976.

Pursuant to Minn. Rule DPW 116, a further proposal is to grant incumbents in all classes a mandatory adjustment on January 1, 1976. It is recommended that incumbents in classes on the Professional Salary Schedule receive a one and one-half step (approximately 6.75%) upward adjustment or the new minimum for these classes, whichever is greater; that incumbents on the Support Salary Schedule receive a two step (approximately 9%) upward adjustment; and that incumbents on the Clerical and Maintenance and Trades Salary Schedule receive a $50 per month upward adjustment.

Another proposal would amend Minn. Rules DPW 117 and 141 so that salaries are computed and paid on the basis of a fourty (40) hour work week (2088 working hours per year), and that payment be made to employees on the basis of an hourly rate multiplied by the number of hours worked on a bi-weekly or four week payroll period.

Since the above proposal would result in a decrease in annual salaries for some current employees (those who work less than 40 hours per week) an additional proposal pursuant to Minn. Rule DPW 116 would adjust these employees over-and-above the recommended compensation adjustment so that their hourly rate, multiplied by the number of hours they work per year, most closely approximates but in no case is less than the annual salary paid to them on December 31, 1975. In almost all cases this provision will apply only to persons working 35 hours per week. (Under this proposal the employees who work less than 40 hours a week will not receive much, if any, of the recommended mandatory increase in actual annual salary but it is guarenteed that their annual salary will, at least, remain constant.)

Another proposed amendment would retitle the existing class of "Supervisor of Collection Services" to "Collection Services Supervisor II" and further revise that entire class specification. [Minn. Rule DPW 126 (r)]. Still another proposal is to establish a new class specification for "Collection Services Supervisor I". [Minn. Rule DPW 126 (k)]. The "II" level job will be used to supervise large Support and Collection Departments and the "I" level to supervise small and medium-sized units.

The final matter for consideration involves deletion of the following class specifications: Manual Writer and Editor [Minn. Rule DPW 125 (s)]; District Supervisor [Minn. Rule DPW 126 (h)]; Work-and-Training Supervisor [Minn. Rule DPW 126 (n)]; Employment Guidance Supervisor [Minn. Rule DPW 126 (o)]; Medical-Social-Work Consultant [Minn. Rule DPW 127 (h)]; Housing Coordinator [Minn. Rule DPW 128 (r)]; Employment-Guidance-Counselor Technician [Minn. Rule DPW 129 (a)]; Nutrition Consultant [Minn. Rule DPW 130 (a)]; Pharmacist [Minn. Rule DPW 130 (d)]; Operations Manager [Minn. Rule DPW 133 (h)]; Electronic-Data-Processing Manager [Minn. Rule DPW 133 (i)]; Lead Key-Punch Operator [Minn. Rule DPW 134 (b)]; Tabulating-Machine Operator I [Minn. Rule DPW 134 (d)]; Tabulating-Machine Operator II [Minn. Rule DPW 134 (e)]; Tabulating-Machine Supervisor [Minn. Rule DPW 134 (f)]; Computer Operator [Minn. Rule DPW 134 (h)]; Lead Computer Operator [Minn. Rule DPW 134 (i)]; Offset-Press Helper [Minn. Rule DPW 134 (l)]; Offset-Press Operator [Minn. Rule DPW 134 (m)]; Lead Janitor [Minn. Rule DPW 135 (c)]; Utility Worker [Minn. Rule DPW 135 (e)]; and Maintenance-and-Supplies Supervisor [Minn. Rule DPW 135 (g)]. Abolition of these classes is proposed since they are no longer in use.

A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Safety are attached hereto for your information. Copies of the proposed amendments are now available and may be obtained by writing to:

Supervisor
Minnesota Merit System
Fourth Floor: Centennial Office Building
St. Paul, Minnesota 55155

Additional copies will be available at the door on the date of the hearing.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

VERA J. LIKINS
COMMISSIONER

Dated: July 31, 1975

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER

In the Matter of Proposed Amendments to Rules 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures

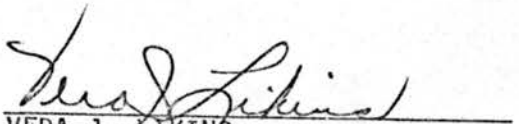
ORDER FOR HEARING

To effectively implement changes in Minn. Rules DPW 117, 125, 126, 127, 128, 129, 130, 133, 134, 135, 140 and 141, the Minnesota Commissioner of Public Welfare deems it necessary to consider adoption of the proposed amendments captioned-above pursuant to the authority vested in me by Minnesota Statutes 393.07, subd. 5, and 256.01, subd. 4(3) (1974).

NOW, THEREFORE, IT IS ORDERED this 31st day of July, 1975, that a public hearing on the proposed amendments to the rules first captioned-above be held in the auditorium of the State Office Building, Wabasha Avenue (between Aurora and Fuller), St. Paul, Minnesota, on Friday, September 12, 1975, commencing at 9:30 A.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 shall be given and copies of the proposed amendments shall be made available 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 PUBLIC WELFARE



VERA J. LIKINS
COMMISSIONER