

Minnesota Attorney General: Administrative Rules Proceedings

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

Version 3
August 20, 2018

10 PP

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

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

Regulation No. D.P.W 90, 98, 99, 103, 108, 104, 108, 116, 91

Subject: Personnel Rules

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 10 1975
BY Eda Steudenmann
AUTH. SIG. R-S 425

Stamped and filed with the Secretary of State Dec 10, 1975

Rev. 9-72

STATEMENT OF COMPLIANCE WITH

MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Richard G. Evans, do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed. Any exceptions are noted below.*

Richard G. Evans

Special Assistant Attorney General

Dated: November 19, 1975

* NO EXCEPTIONS.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
CENTENNIAL OFFICE BUILDING
ST. PAUL, MINNESOTA 55155

October 1, 1975

The Honorable Warren Spannaus
Attorney General
State of Minnesota
102 State Capitol
St. Paul, Minnesota 55155

Dear Mr. Spannaus:

The rules and regulations of the Department of Public Welfare pertaining to the Public Welfare Merit System are being revised in several respects.

The proposed changes in these rules and regulations were considered at a public hearing on August 21, 1975, following notice to interested parties on July 2, 1975.

After consideration of the testimony given at the public hearing and reviewing the written data submitted before and after the hearing, I, as Commissioner of Public Welfare, promulgated the attached rules and regulations.

The rules for the Public Welfare Merit System involve the following changes:

1. Amend Minn. Rule DPW 91 in order to comply with changes in the federal Hatch Act, effective January 1, 1975.

2. Amend Minn. Rules DPW 98 and 99 regarding veteran's preference in order to comply with 1975 Minn. Stat. Sect. 197.46, and amended Minn. Stat. Sect. 43.30 concerning veteran's preference for employment in county and local government civil service departments.

3. Amend Minn. Rules DPW 103 and 108 regarding veteran's preference in involuntary terminations of employment in order to comply with the amendment of Minn. Stat. Sect. 197.46, effective April 21, 1975. This amendment broadened the number of persons considered to be veterans for purposes of involuntary termination.

4. Amend Minn. Rule DPW 104 concerning holidays so as to effect the change of Laws, 1974, Chapter 88, returning Veteran's Day to November 11th.

5. Amend Minn. Rule DPW 108 so as to provide an appeal procedure for cases where salary increases are denied. The appeal procedure currently used is found under DPW 108 (f) "Investigations and Appeals". This is the general appeal rule and is not specific enough for appeals regarding salary increases. Under the present rule there is no time limitation for appeals and there are no definite appeal procedures outlined. The amended rule would additionally provide the Merit System Council with authority to issue orders following an appeal.

6. Amend Minn. Rule DPW 116 so as to provide a penalty if the current rule is not followed. Agencies have not always submitted a letter explaining the reason for denial of a merit increase as provided under the current rule. Accordingly, without a penalty clause the rule is difficult to enforce. In addition, a further amendment to Minn. Rule DPW 116 is needed to provide more flexibility to agencies who wish to grant cost-of-living increases prior to the mandatory date, and wish to deduct such increases from the mandatory increases which are effective January 1st of each year.

It would be appreciated if these revisions could receive your early approval so they may be filed with the Secretary of State and the Commissioner of Administration and become effective.

Very truly yours,

Vera J. Likins

Vera J. Likins
Commissioner

VJL:rb

Attachments

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

RULES AND REGULATIONS

DPW 91 is amended to read as shown on the attached duplicated pages.

DPW 98 is amended to read as shown on the attached duplicated pages.

DPW 99 is amended to read as shown on the attached duplicated pages.

DPW 103 is amended to read as shown on the attached duplicated pages.

DPW 104 is amended to read as shown on the attached duplicated pages.

DPW 108 (e) is amended to read as shown on the attached duplicated pages.

DPW 108 (f) is amended to read as shown on the attached duplicated pages.

DPW 116 (b) is amended to read as shown on the attached duplicated pages.

DPW 116 (c) is amended to read as shown on the attached duplicated pages.

Dated at St. Paul, Minnesota
this 6TH day of October, 1975.

Vera J. Likins
Commissioner of Public Welfare

Notice of Public Hearing July 2, 1975

Public Hearing, August 21, 1975

Approved for form and legality
this 19th day of November, 1975.

Warren Spannaus, Attorney General
by Richard G. Evans.
Special Assistant Attorney General

NEW RULES AS ADOPTED

Changes and aditions indicated by *italics*, delection by ~~strike-out~~.

DPW 90 DEFINITIONS

(a) (27) VETERAN means every person defined as a veteran by Minnesota Statutes, Section ~~197.45~~ *197.46*.

(28) VETERANS'PREFERENCE means preference granted to veterans by Minnesota Statutes, Section ~~197.45~~ *43.30*.

EFFECTIVE DATE

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

DPW 98 Certification of Eligibles

(c) Certification Methods

(4) The appointing authority may select for appointment anyone among the certified candidates.~~except in the case of certification of a veteran (see DPW 99 (f) (1) and Minn. Statutes, Section 197.45).~~

EFFECTIVE DATE

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

DPW 99 Appointments

(f) Veteran's Preference

(1) Preference in the establishment of eligible registers ~~and in appointments~~ shall be given to veterans in accordance with the provisions of Section ~~197.45~~ *43.30*, Minnesota Statutes~~;.who qualify for such appointments in accordance with these rules.~~

EFFECTIVE DATE

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

DPW 103 Separation, Tenure, and Reinstatement

(b) Dismissals

(2) No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by DPW 108 (e) (2). *(See DPW 108 (e) (4) for dismissal procedure for veterans.)*

EFFECTIVE DATE

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

DPW 108 Appeals

(e) Appeal from Dismissal, Suspension, or Demotion

(4) Any ~~permanent employee entitled to preference~~ *veteran* under the provisions of ~~Chapter 230, Laws of Minnesota, 1943, as amended by Chapter 502, Laws of Minnesota, 1945,~~ *Minnesota Statute 197.46*, shall not be removed except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges, in writing. The hearing shall be held before the Merit System Council.

EFFECTIVE DATE

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

DPW 104 Leaves of Absence

(h) Holidays

(1) Permanent, probationary, provisional, limited-term, and full time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the second Monday in October

Veteran's Day--~~the fourth Monday in October~~ *November 11*

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

(2) When New Year's Day, Independence Day, *Veteran's Day*, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, *Veteran's Day*, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

(3) The county welfare board may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

EFFECTIVE DATE

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

DPW 108 Appeals

(f) Appeal from Denial of Salary Increase

(1) Any permanent employee who has not received a salary increase for a twelve-month period and who is denied a salary increase may appeal the denial of the increase to the Council within 30 days following the receipt of the letter of denial. In the case of such an appeal, the Council shall consider the reasons given for denial and, if such reasons take into account the merit of the performance of the employee, shall deny the hearing of the appeal. If the reasons given do not reflect on the merit of the performance of the employee, the Council shall take testimony regarding the performance of the employee and the appointing authority and the employee shall have the right to present witnesses and give evidence before the Council. Within a reasonable period of time following the hearing the Council shall determine whether the employee is to be reconsidered by the appointing authority for a salary increase and shall recommend that an increase be granted or not granted.

~~(f)~~ *(g)* Investigations and Appeals

(1) The Council shall receive and consider any protest by an employee or appointing authority in any manner concerned with the administration of these rules and, after such investigation and hearing, or either of them, as the Council may deem desirable in any case, shall recommend to the Commissioner such remedial action as it may deem warranted.

EFFECTIVE DATE

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

DPW 116 Salary Adjustments and Increases

(c) Salary Increases

(3) A salary increase for each employee not at the maximum of his class of positions shall be considered at least once each twelve-months period. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor. *If an employee is not furnished with the reasons why the merit increase was not granted in writing within two months following the twelve-month period the employee shall automatically receive the merit increase effective on the first day of the month following the expiration of the two-month grace period.*

EFFECTIVE DATE: 1-1-76

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

DPW 116 Salary Adjustments and Increases

(b) Adjustments to be Made in Accordance with Official Compensation Plan

(1) Adjustments in the rates of pay of incumbents of positions in order to conform to a newly adopted or currently effective compensation plan shall be in accordance with the following provisions:

(aa) If the rate of pay of employees is below the minimum of the range prescribed for their class of positions, the rate shall be adjusted to that minimum, or the general adjustment adopted for employees, whichever is greater *except as provided in (cc) below.*

(bb) If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee shall receive at least the general adjustment adopted *except as provided in (cc) below* but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in DPW 94 (d) (6) as long as such further adjustment would not place them over the new maximum salary for their class.

(cc) If an employee has received an optional salary adjustment (not a salary increase - merit increase on probation or anniversary) in the preceding calendar year in excess of the general adjustment adopted for that year a county welfare board may deduct this amount of increase from the general adjustment adopted for the next calendar year providing that all employees: 1) are at least at the new minimum; 2) remain on an existing salary step; and 3) receive at least the percentage or dollar amount of general adjustment adopted each year counting any extra salary adjustment (but not including any salary increase - merit increase on probation or anniversary) in the preceding calendar year.

~~(cc)~~ *(dd)* Employees can be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted following the annual salary public hearing and then only in the amount adopted for their class.

~~(dd)~~ *(ee)* If the rate of pay of an employee is higher than the maximum of the range prescribed for his class of positions, the rate may remain the same as long as the employee retains the same position.

~~(ee)~~ *(ff)* Except in any adjustments over the maximum, if the rate of pay of an employee falls between the minimum and maximum of the range prescribed for his class of positions but does not correspond with any intermediate step in the range, such rate shall be adjusted to the nearest higher step in the range, except as provided in DPW 116 (b) (2).

Effective Date:

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

DPW 91 Statement of Policy and Means of Effecting Policy

(f) Political Activity

~~(1) No employee shall participate directly or indirectly in any form of party politics. This, however, shall not be interpreted to prohibit in any way his right to express his private views as a citizen or to cast his vote according to the dictates of his conscience.~~

(1) *No employee shall use his or her offical authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.*

~~(2) No employee shall directly or indirectly solicit, receive, or be in any manner concerned in the soliciting or receiving of any assessment, subscription, or contribution for any political purpose whatsoever.~~

(2) *No employee shall directly coerce, attempt to coerce, command, or advise a Merit System employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.*

~~(3) No employee shall in any manner change the official rank or compensation of any other employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or service for any political purpose.~~

(3) *No employee shall be a candidate in a partisan election for any public office or for any political party office which is obtained through a partisan election.*

(4) *An employee continues to be covered by the Federal Hatch Act restrictions including all the restrictions listed in DPW 91 (f) (1) through (5) while on annual leave, sick leave, leave without pay or administrative leave.* Any employee shall resign from the service upon filing as a candidate for public office, except as provided in DPW 91 (f) (5).

~~(5) Any employee may be a candidate for and occupy a village, township, or school district office if the office is one for which the compensation provided does not exceed $600 per year.~~

(5) *Any employee may be a candidate in nonpartisan elections. These are elections in which none of the candidates is to be nominated or elected as representing a political party whose candidates for presidential election received votes at the last preceding presidential election.*

(6) All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the Merit System.

APPROVED AS TO FORM AND LEGALITY
DEC 10 1975 19
WARREN SPANNAUS, ATTORNEY GENERAL
BY /s/ Michael B. Miller
EFFECTIVE DATE ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 10 1975 - 4:15 pm
Joan Anderson Growe
Secretary of State

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
DEC 10 1975
BY Eda Klaudenmaier
AUTH. SIGNATURE RS 4:25PM

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS
COMMISSIONER

In the Matter of the Proposed
Amendments to Rules 91, 98, 99, 103,
104, 108 and 116 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 21st day of August, 1975, at 9:30 a.m. in Room D, Veterans Service Building, Columbus Avenue (between Wabasha and Iglehart), 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 6th day of October, 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 91, 98, 99, 103,
104, 108 and 116 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 21st day of August, 1975, at 9:30 a.m. in Room D, Veterans Service Building, Columbus Avenue (between Wabasha and Iglehart), 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 91 is justified to comply with the newly amended federal Hatch Act.

The proposal to amend Minn. Rules DPW 98 and 99 regarding veteran's preference is justified to comply with changes in State 1975 laws, namely Chapter 45 and Minn. Stat. Section 197.45 and Minn. Stat. Section 43.30.

The proposal to amend Minn. Rules DPW 103 and 108 regarding veteran's preference in involuntary terminations of employment is justified to comply with changes in State 1975 laws Stat. Section 197.46, which broadens the definition of a veteran.

The proposal to amend Minn. Rule DPW 104, concerning holidays is justified to comply with changes arising in State 1974 laws, Chapter 88, returning Veteran's Day to November 11th.

The proposal to amend Minn. Rule 108 concerning appeal procedures is justified so as to specify a time limitation for appeals regarding salary increases and to provide the Merit System Council with authority to issue orders following an appeal.

The proposal to amend Minn. Rule 116 is justified so as to compel agencies to follow the prescribed rules as they relate to the denial of a merit increase and also to provide more flexibility to agencies that wish to grant cost-of-living increases prior to the mandatory date and wish to deduct such increases from the mandatory increases which are effective January 1st of each year.

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 Proposed Amendments to Rules 91, 98, 99, 103, 108 and 116 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 Minnesota Department of Public Welfare. The last time these rules were amended was December 12, 1974.

An amendment to Minn. Rule DPW 91 is necessary in order to comply with changes in the federal Hatch Act, effective January 1, 1975.

The need to amend Minn. Rules DPW 98 and 99 regarding veteran's preference arises from enactment of Laws 1975, Chapter 45, which repealed, effective April 21, 1975, Minn. Stat. Sect. 197.45, and amended Minn. Stat. Sect. 43.30 to include veteran's preference for employment in county and local government civil service departments.

The need to amend Minn. Rules DPW 103 and 108 regarding veteran's preference in involuntary terminations of employment is required due to the amendment of Minn. Stat. Sect. 197.46, effective April 21, 1975, increasing the number of persons considered to be veterans for purposes of involuntary termination.

The need to amend Minn. Rule DPW 104 concerning holidays arises from enactment of Laws 1974, Chapter 88, returning Veteran's Day to November 11th.

An amendment to Minn. Rule DPW 108 is needed to establish an appeal procedure for cases where salary increases are denied. The appeal procedure currently used is found under DPW 108 (f) "Investigations and Appeals". This is the general appeal rule and is not specific enough for appeals regarding salary increases. Under the present rule there is no time limitation for appeals and there are no definite appeal procedures outlined. The amended rule would additionally provide the Merit System Council with authority to issue orders following an appeal.

An amendment to Minn. Rule DPW 116 is needed to provide for a penalty if the current rule is not followed. Agencies have not always submitted a letter explaining the reason for denial of a merit increase as provided under the current rule. Accordingly, without a penalty clause the rule is difficult to enforce. In addition, a further amendment to Minn. Rule DPW 116 is needed to provide more flexibility to agencies who wish to grant cost-of-living increases prior to the mandatory date, and wish to deduct such increases from the mandatory increases which are effective January 1st of each year.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

VERA J. LIKINS
COMMISSIONER

Dated: July 2, 1975.

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the Matter of Proposed Amendments to Rules 91, 98, 99, 103, 108 and 116 of the Minnesota Department of Public Welfare Governing Merit System Procedures

AFFIDAVIT OF MAILING

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

That on the 18 day of July, 1975, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, 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 presently being members of the Minnesota Legislature.

Patricia Flatten

Subscribed and sworn to before me this 18th day of July, 1975.

Dorothy Haider

DOROTHY HAIDER
Notary Public, Ramsey County, Minn.
My Commission Expires July 18, 1975

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the Matter of Proposed Amendments to Rules 91, 98, 99, 103, 108 and 116 of the Minnesota Department of Public Welfare Governing Merit System Procedures

CERTIFICATE

I hereby certify that the attached 432 labels and one sheets for Public Welfare constitute the complete list of persons, associations, and other interested groups who as of 4:00 o'clock P.M., this 16th day of July, 1976, 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 Neil 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,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.5541

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

ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

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

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

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

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

TEST PATTERN TEST PATTERN
ADDRESS TEST ADDRESS
CITY TESTCITY MN
55555

ALTMAN MILTON H
707 DEGREE OF HONOR BLD
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

ANCHOR BLOCK COMPANY
PO BOX 3360
ST PAUL MN
55165

ANDERSON GRAHAM
951 E HENN
MPLS MN
55414

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

ANDERSON HAROLD
BOX 3047
MANKATO MN
56001

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ANTHONY DICK WDSM RADIO
230 E SUPR ST
DULUTH MN
55102

ARNOLD ROBERT MESPA
41 SHERBURNE
ST PAUL MN
55103

ARROWHEAD REGIONAL DEV COMM
900 ALWORTH BLDG
DULUTH MN
55802

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

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

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

ASSOCIATED INDUST OF MPLS
NATIONAL BLDG
MPLS MN
55402

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

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

AUTOMOBILE MFRS ASSN INC
55 SHERBURNE AVE
ST PAUL MN
55103

BABCOCK LOCHER NELSON ET
118 E MAIN ST
ANOKA MN
55303

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BARKER KENT
8100 34TH AVE SO
MPLS MN
55420

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

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

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

BENSONI PETER USW OF AM
609 PROVIDENCE BLDG.
DULUTH MN

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BERGSETH THOMAS
1011 NICOLLET MALL
MPLS MN
55403

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

BEUTEL ROBERT
2200 SILVER LAKE RD
NEW BRIGHTON MN
55112

MPLS MN
55402

55403

55402

55112

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BLOOMINGTON CITY CLERK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

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

BRIGHAM E M III
RR4
RED WING MN
55066

BROEKER JOHN
2850METRO DR. SUITE 504
BLOOMINGTON MN
55420

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

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

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

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

BUCHHOLTZ CHARLES
5044 BRENT AVE E
INV GRV HTS, MN
55075

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

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

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

BUSCH NOEL
3131 FERNBROOK LANE N
MPLS MN
55441

CAIN RUTH
730 E 38TH ST
MPLS MN
55407

CAIRNS JOHN A
~~[illegible] MN BK BLDG~~ 47th Flr IDS Center
MPLS MN
55402

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

CARLSON VERNE E
BOX 755 CITY HALL
WILLMAR MN
56201

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

CENTRAL BUSINESS DATA
BENSON RADIO ARCADE BLD
BENSON MN
56215

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

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

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

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

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

CHRISTIANSEN FREDRIK
RM 505 CAPITOL SQ BLDG
ST PAUL MN
55155

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

CITIZENS LEAGUE
530 SYNDICATE BLDG
MPLS MN
55402

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

CLAUSEN PHILLIP
2307 STANDISH ST
ST PAUL MN
55108

55102

55402

55402

55108

COLEMAN NICHOLAS D
700 LINWOOD AVE
ST PAUL MN
55105

COLLIN LAURENCE
RT 2
ISANTI MN
55040

COMMUNITY DESIGN CENTER
118 E 26TH ST
MPLS MN
55404

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

CONSUMER SERVICES DEPT COMM
5TH FLR METRO SQ BLDG
ST PAUL MN
55101

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

COX AND KING
600 BUILDERS EXCH
MPLS MN
55402

CRAVEN NORMAN
10637 THOMAS AVE S
BLOOMINGTON MN
55431

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DAILEY THOMAS ECONOMICS L
370 WABASHA ST
ST PAUL MN
55102

DANFORTH & ALLEN
731 NW BANK BLDG
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DAYTON CHAS SIERRA CLUB
800 MIDLAND BANK BLDG
MPLS MN
55401

DICKINSON MRS JOANNE
BOX 1065
MARSHALL MN
56258

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

DOUGLASS BELL
525 OSBORN BLDG
ST PAUL MN
55102

DOW CHEMICAL
47 BLDG
MIDLAND MI
48640

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

DUDLEY E H
RT 7 BOX 122
EXCELSIOR MN
55331

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

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

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

ELDER DR JAMES B
11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

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

ELMER EDWIN W
2901 PLEASANT AVE
MPLS MN
55408

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

BLOOMINGTON MN
55431

SO ST PAUL MN
55075

MPLS MN
55408

MPLS MN
55402

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

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

ERDMAN ROGER TENNANT CO
701 N LILAC DR
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

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

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

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

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

FARMERS ELEVATOR ASSN
852 GRAIN EXCH BLDG
MPLS MN
55415

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

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FINNEGAN J.R.
55 E. 4TH
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

FITZGERALD DR BOB
3007 LYNDALE AVE SO
MPLS MN
55408

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

FORSBERG AGR SERV
518 SUMMIT AVE
NEW ULM MN
56073

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

FRANKLIN ROBERT B MPLS TRIB
426 PORTLAND
MPLS MN
55415

FREDIN CONRAD M
811 FIRST NATL BK BLDG
DULUTH MN
55802

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

FURLONG DR JOHN
RT 1
BOVEY MN
55709

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

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

GEBERT K L
220 GRAIN EXCH
MPLS MN
55415

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

ST PAUL MN
55101

MPLS MN
55401

MPLS MN
55415

AUSTIN MN
55912

GEORGE K GRANSE CO
1477 SELBY AVE
ST PAUL MN
55104

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

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

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

GODIN RALPH J
3824 47TH AVE SO
MPLS MN
55406

GRAHAM THOS H
854 MIDLAND BK BLDG
MPLS MN
55401

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

GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

GREEN GARY J
41 SHERBURNE AVE
ST PAUL MN
55102

GREEN JANET
9773 N SHORE DR
DULUTH MN
55804

GUSTAFSON DAN-LABOR TEMPLE
312 CENTRAL
MPLS MN
55414

GUSTAFSON WALLACE
BOX 567
WILLMAR MN
56201

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HANFT PHILIP M
1200 ALWORTH BLDG
DULUTH MN
55802

HANSON ETHEL
2813 85TH AVE N
MPLS MN
55444

HAROLD J WESTIN CONSTRUCTORS
45 E 8TH ST
ST PAUL MN
55101

HARVEY MICHAEL
1390 W M HAHA PKWY
MPLS MN
55409

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

HAUN DR J W GEN MILLS
PO BOX 1113
MPLS MN
55440

HAYES,THOMAS W

700 SELLWOOD BLG
DULUTH MN
55812

HEALTH MANPOWER C LARSON

717 DELAWARE ST SE
MPLS MN
55440

HENTHORN GARY WOODSTOCK

7365 LANDAU DR
BLOOMINGTON MN
55438

HESS DONALD MIDWEST PLANN

2101 HENN BLDG
MPLS MN
55405

HART PATRICK V
112 E LIBERTY BOX 3271
MANKATO MN
56001

HARTFELDT WILL
434 HAMM BLDG
ST PAUL MN
55102

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HEIM PAUL
1320 SOO LINE BLDG
MPLS MN
55402

HEINTZ MARY ELLEN
PO BOX 599
CINCINNATI OH

HEISENFELT WM
BOX 516
BEMIDJI MN

HICHINGER-MARK PLANNING
421 WABASHA ST
ST PAUL MN

HILL JIM ASSOC.MILK PROD
7850 METRO PARKWAY
MINNEAPOLIS MN

4520[illegible]

56601

55102

55420

HINRICHSEN PATRICK
MANKATO FREE PRESS
MANKATO MN
56001

HOLDAHL SCOTT
380 N BLDG GRAIN EXCH
MPLS MN
55415

HOLMES EUSTIS ET AL
4610 IDS CENTER
MPLS MN
55402

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

HORNER WALDORF - KAZIUKEWICZ
PO BOX 3260
ST PAUL MN
55165

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

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

HULSTRAND ANDERSON & LARSON
PO BOX 130
WILLMAR MN
56201

HULTMAN WARREN R
C/C BARBAROSSA R3
OSSEO MN
55369

HUMAN RIGHTS
200 CAPITOL SQ BLDG
ST PAUL MN
55101

HUNT JAMES P JR
11470 GALTIER DR
BURNSVILLE MN
55378

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

HYLAND DEAN
1501 W 50TH ST
MPLS MN
55419

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

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

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

INTERSTATE POWER RW STEELE
1000 MAIN ST
DUBUQUE IA
52001

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

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

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

JACKMAN DONALD G
4023 E LAKE ST
MPLS MN
55406

JAIN NIRMAL ENIV PROCESS
1220 GLENWOOD AVE
MPLS MN
55405

JENCS INC
525 LAKE AVE SO
DULUTH MN
55801

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

JOHNSON & SANDERSON
ST MARYS HOSPITAL
ROCHESTER MN
55901

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

JOHNSON LEROY
9939 BLUEBIRD ST NW
COON RAPIDS MN
55433

JOHNSON M.D. FRUNDT & FRUNDT

BLUE EARTH MN
56013

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

MPLS MN
55406

GLEN RAPIDS MN
55433

BLUE EARTH MN
56013

ST PAUL
55107

KABLE RICHARD W

BETHEL MN
55006

KAVANEY RICHARD
1220 NORTHERN FED BLDG
ST PAUL MN
55102

KEABLE MIKE
909 6TH AVE N
ST CLOUD MN
56301

KEENAN RICHARD J
4444 IDS BLDG
MPLS MN
55402

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

KING,TIMOTHY
3333 OAKLAND AVE S
MPLS MN
55407

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

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

KNOPP TIMOTHY
COLLEGE FORESTRY U OF M
ST PAUL MN
55108

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

KNVDSON ROBT
4375 BROWNDALE AVE
MPLS MN
55424

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

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

KRAMER ERNEST W
717 DELAWARE ST SE
MPLS MN
55440

KRONLOKKEN J E
10048 NORD RD
BLOOMINGTON MN
55437

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

LANGVIN DAVID
7500 80TH ST S
COTTAGE GROVE MN
55016

LANSING & CAKES
400 SIBLEY 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

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

LEAGUE MN MUNIC
300 HANOVER 480 CEDAR
ST PAUL MN
55101

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LIBBEY LEONARD
BOX 17011 NOKOMIS STA
MPLS MN
55417

LINDALL & JONATHAN DEVELOP.
VILLAGE ONE CENTER
CHASKA MN
55318

LOCKNER GARY
R R 1 BOX 23
BALDETTE MN
56623

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

MAHASKA MN
55318

BALDETTE MN
56623

MPLS MN
55423

ROSEVILLE MN
55113

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

MCDONALD PHILIP M
2077 SELBY AVE
ST PAUL MN
55104

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

MCKIBBON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

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

MANKATO STAT STUDENT SENATE
CENTENNIAL STUDENT UN
MANKATO MN
56001

MANKATO STATE STUDENT ASSN
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

MANTHEY T J PICKANDS MATHER
1100 SUPERIOR AVE
CLEVELAND OH
44114

MASTOR & MATTSON LTD
315 PEAVEY BLDG
MPLS MN
55402

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MAYO FOUNDATION G ORWOLL
200 FIRST AVE NW
ROCHESTER MN
55901

MECCA
867 GRAND AVE
ST PAUL MN
55105

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

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

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

METROPOLITAN COUNCIL LIBRARY
300 METRO SQUARE
ST PAUL MN
55155

MIDLAND GLASS- HD SPURLIN
PO BOX 69
SHAKOPEE MN
55379

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

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

MPLS CITY ATTORNEY
325M CITY HALL
MPLS MN
55415

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MIDLAND GLASS-HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MILLER PAUL J PHARMACY SE
ST MARYS HOSP
ROCHESTER MN
55901

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

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

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

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

ST PAUL MN
55104

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

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

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

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

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

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

MINN SCH BUS OPERATORS ASSN

FARIBAULT MN
55021

ST.PAUL MN
55101

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

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

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN HWYS MANAGEMENT SERVICE
407 HWY BLDG
ST PAUL MN
55101

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

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

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

55102

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

MINN COMMUNITY DEVELOP SERV
512 ROSSMOR BLDG
ST PAUL MN
55101

MINN ELECTRICAL ASSN INC
525 SO 7TH
MPLS MN
55415

MINN HEREFORD-LJ SCHAFER

BUFFALO LAKE MN
55314

MINN LAND USE COMMITTEE
4344 IDS CENTER
MPLS MN
55402

MINN PETROLEUM COUNCIL
1020 NORTHERN FED. BLDG
ST PAUL MN
55102

MINN RETAIL FEDERATION
7600 PARKLAWN STE 457
MPLS MN
55435

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

55102

MINN ASSN WATERSHED DIST'

ADA MN
56510

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

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

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

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINN POULTRY & HATCHERY A
BOX 158
MADELIA MN
56062

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

FARIBAULT MN
55021

ST PAUL MN
55101

MPLS MN
55403

MPLS MN
55402

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

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

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

MINN STATE RETIREMENT SYS
529 JACKSON ST
ST PAUL MN
55101

MINN TEAMSTERS CREDIT UNION
2021 HENN AVE E
MPLS MN
55413

MINN TBR PRODUCERS ASSN
200 CHRISTIE BLDG
DULUTH MN
55802

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

MINN VETERANS MED ASSN
2175 W HWY 36
ROSEVILLE MN
55113

MINN WATER RESOURCES BD
RM 205 555 WABASHA ST
ST PAUL MN
55102

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

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

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

MOOD R BLOOMINGTON HLTH DEPT
10200 PENN SQ
BLOOMINGTON MN
55431

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

MORTON BUILDINGS INC
R #1
FOLEY MN
56329

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

MUELLER SHIRLEY A
787 W COTTAGE AVE
ST PAUL MN
55117

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

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

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

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

NELSON DONALD E NSP CO
414 NICOLLET AVE
MPLS MN
55401

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

NESBITT JOHN
7851 METRO PKWY S 118
MPLS MN
55420

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

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

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

55109

56515

55415

NURSING HOME ADMRS BD EXAMRS
717 Delaware S.E.
MPLS MN
55414

NUTTER JULIA
743 W MONTANA
ST PAUL MN
55117

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

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

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

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

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

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

OSTRUM DONALD E
PO BOX 33163
COON RAPIDS MN
55433

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

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN

DEGRAFF MN
56233

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PETERSON JOHN W
510 NW BK BLDG
ST PAUL MN
55101

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 SERV
459 RICE ST
ST PAUL MN
55103

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

PORTER LYLE O

TRACY MN
56175

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

POSS DONALD G
6301 SHINGLE CREEK PKWY
BROOKLYN CTR MN
55430

POYZER ROBT
BOX 675
FERGUS FALLS MN
56357

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

PROCTOR&GAMBLE L THEOHAROUS
IVORYDALE TECH CENTER
CINCINNATI OH
45217

PULSCHER RBT SPRINGSTED I
813 OSBORN BLDG
ST PAUL MN
55102

QUIRIN E W
408 HWY BLDG
ST PAUL MN
55155

RADMAN RICHARD-LABOR TEMP
418 AUDITORIUM
ST PAUL MN
55102

55155

RANALLO CLARENCE
800 CENTRAL AVE N E
MPLS MN
55413

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

ROE DAVID
175 AURORA
ST PAUL MN
55103

RUDY FLOYD
118 AVE C
CLOQUET MN
55720

SATHRE, HARVEY
375 MARION STREET
ST PAUL MN
55103

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

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

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

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

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

ROBBIE JOSEPH
904 CARGILL BLDG NO CTR
MPLS MN
55402

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

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

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

SCHWERMAN EARL JR
1535 8TH AVE SE
ROCHESTER MN
55901

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

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

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

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

SCHLICHT REV ROBT
611 W MAIN ST
BELLE PLAINE MN
56011

SCHNEIDER MAHLON
GREEN GIANT
LESUEUR MN
56058

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

REID DAVID H
5633 WASHBURN AVE S
MPLS MN
55410

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

SANFORD S M
7000 PORTLAND AVE
RICHFIELD MN
55423

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

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

SCHUTZ LINDA
RM 328 CAPITOL BLDG
ST PAUL MN
55155

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

ROCHESTER MN
55901

ROCHESTER MN
55901

MPLS. MN
55402

WILLMAR MN
56201

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SENATE COUN OFF ROOM 24
STATE CAPITOL
ST PAUL MN
55101

SENATE FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL MN
55101

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

SHABATURA EUGENE H
2833 LAKE AVE SO
DULUTH MN
55811

SHARP BOB
4125 HIGHWOOD RD
ST LOUIS PK MN
55416

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

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

SITE ENGINEERS INC
900 REDWELL LANE
APPLE VALLEY MN
55124

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

SLOCUM CHARLES A
1203 IDS TOWER
MPLS MN
55402

SMERIKA WM.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

SMITH MICHAEL
1423 NEWTON AVE N
MPLS MN
55411

SNELL LYN
BOX 314
EDEN VALLEY MN
55329

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

SODERBERG HAROLD J
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

SODERMAN ANTHONY
152 S PLAZA BLDG
MPLS MN
55416

STANSFIELD ARLENE LAND OLKS
PO BOX 116
MPLS MN
55440

STATE BD.BARBER EXAMINERS
555 WABASHA
ST PAUL MN
55102

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

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

STEELWORKERS CREDIT UNION
BOX 250
BABBITT MN
55706

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

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

STUPKA & MOREM
MIDTOWN BLDG
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

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

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

SWANSON DALE
P O BOX 339
FOREST LAKE MN
55025

SWANSON GERALD H
212 CITY HALL
ROCHESTER MN
55901

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

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

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

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

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

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

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

VAN CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VAN DRAKE STEPHEN R
BOX 353
PELICAN RAPID MN
56572

VAN EVERA MUNDT ET AL
700 TORREY BLDG
DULUTH MN
55802

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

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

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

WALD JEAN
5746 SANDER DR
MPLS MN
55417

WALIGORA ROBERT
3228 SO 17TH AVE
MPLS MN
55407

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

WANQUIST ALLEN
RM 252 FEDERAL BLDG
ST PAUL MN
55101

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WESTIN CHAS W
220 MEDICAL ARTS BLDG
DULUTH MN
55802

WHITING RALPH
555 WABASHA SUITE 204
ST PAUL MN
55102

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

WILCOX J PATRICK
1220 NORTHERN FED BLDG
ST PAUL MN
55102

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

WILEY ENTERPRISES
101 5TH AVE SE
OSSEO MN
55369

WILSON R GARY PPG INDUSTR
1 GATEWAY CENTER
PITTSBURGH PA
15222

WIS FEEDER PIG MARKET CO-

FRANCIS CREEK WI

WOLKERSTORFER THEODORE

WOZNIAK D D

WYANT CLINTON W ATTY

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

VOS LEROY
2137 BURNS AVE
ST PAUL MN
55119

WALD JEAN
5746 SANDER DR
MPLS MN
55417

WALIGORA ROBERT
3228 SE 17TH AVE
MPLS MN
55407

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

WANQUIST ALLEN
RM 252 FEDERAL BLDG
ST PAUL MN
55101

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WESTIN CHAS W
220 MEDICAL ARTS BLDG
DULUTH MN
55802

WHITING RALPH
555 WABASHA SUITE 204
ST PAUL MN
55102

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

WILCOX J PATRICK
1220 NORTHERN FED BLDG
ST PAUL MN
55102

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

WILEY ENTERPRISES
101 5TH AVE SE
OSSEO MN
55369

WILSON R GARY PPG INDUSTR
1 GATEWAY CENTER
PITTSBURGH PA
15222

WIS FEEDER PIG MARKET CO-

FRANCIS CREEK WI

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WYANT CLINTON W ATTY

ATKIN MN
56431

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER

In the Matter of Proposed Amendments to Rules 91, 98, 99, 103, 108 and 116 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 Minn. Stat. Sec. 15.0412, subd. 4, as amended by 1975 Laws of Minnesota, Chapter 380, in the above-entitled matter, in Room D, Veterans Service Building, Columbus Avenue (between Wabasha and Iglehart), St. Paul, Minnesota, on Thursday, August 21, 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 rules captioned above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

Under Minn. Stat. Sec. 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. Similar amendments to rules will be considered for those agencies.

One proposal involves changing the rules regarding veteran's preference to conform to the recent changes made by the Minnesota Legislature in the statutes concerning veteran's preference. (Minn. Rule DPW 98, 99, 103, 108,)

Another proposal involves amending the rule concerning holidays to conform to the change in state law returning Veteran's Day to November 11th. (Minn. Rule DPW 104.)

A further matter for consideration involves development of an appeal procedure specifically for denial of salary increases (Minn. Rule DPW 108) and strengthening the rule which requires that written reasons be given to employees who are not granted a salary increase after annual consideration (Minn. Rule DPW 116).

Another proposal provides that salary adjustments given to employees in a calendar year over and above the mandatory adjustment can be deducted from any mandatory adjustments given the first of the following year, if an appointing authority so desires. (Minn. Rule DPW 116.)

The final matter revises the "political activity rule" to make it conform to the recent changes in the federal Hatch Act. (Minn. Rule DPW 91.)

A copy of the Notice of Hearing for the 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
COMMISSIONER

Dated: July 2, 1975

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE VERA J. LIKINS

COMMISSIONER

In the Matter of Proposed Amendments to Rules 91, 98, 99, 103, 104, 108 and 116 of the Minnesota Department of Public Welfare Governing Merit System Procedures.

ORDER FOR HEARING

To effectively implement changes in Minn. Rules DPW 91, 98, 99, 103, 104, 108 and 109, 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 Minn. Stat. §§ 393.07, subd. 5, and 256.01, subd. 4(3) (1974).

NOW, THEREFORE, IT IS ORDERED this 1st day of July, 1975, that a public hearing on the proposed amendments to rules first captioned-above be held in Room D, Veterans Service Building, Columbus Avenue (between Wabasha and Iglehart), St. Paul, Minnesota, on Thursday, August 21, 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 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

VERA J. LIKINS
COMMISSIONER

NEW RULES AS PROPOSED

Proposed Rule Revision

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

DPW 98 Certification of Eligibles

(c) Certification Methods

(4) The appointing authority may select for appointment anyone among the certified candidates.~~except in the case of certification of a veteran (see DPW 99 (f) (1) and Minn. Statutes, Section 197.45).~~

Proposed Rule Revision

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

DPW 99 Appointments

(f) Veteran's Preference

(1) Preference in the establishment of eligible registers ~~and in appointments~~ shall be given to veterans in accordance with the provisions of Section ~~197.45~~ *43.30*, Minnesota Statutes~~,.who qualify for such appointments in accordance with these rules.~~

Proposed Rule Revision

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

DPW 103 Separation, Tenure, and Reinstatement

(b) Dismissals

(2) No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by DPW 108 (e) (2). *(See DPW 108 (e) (4) for dismissal procedure for veterans.)*

Proposed Rule Revision

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

DPW 108 Appeals

(e) Appeal from Dismissal, Suspension, or Demotion

(4) Any ~~permanent employee entitled to preference~~ *veteran* under the provisions of ~~Chapter 230, Laws of Minnesota, 1943, as amended by Chapter 502, Laws of Minnesota, 1945,~~ *Minnesota Statute 197.46*, shall not be removed except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges, in writing. The hearing shall be held before the Merit System Council.

Proposed Rule Revision

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

DPW 104 Leaves of Absence

(h) Holidays

(1) Permanent, probationary, provisional, limited-term, and full time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the second Monday in October

Veteran's Day--~~the fourth Monday in October~~ *November 11*

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

(2) When New Year's Day, Independence Day, *Veteran's Day*, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, *Veteran's Day*, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

(3) The county welfare board may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

Proposed Rule Revisions

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

DPW 108 Appeals

(f) Appeal from Denial of Salary Increase

(1) Any permanent employee who has not received a salary increase for a twelve-month period and who is denied a salary increase may appeal the denial of the increase to the Council within 30 days following the receipt of the letter of denial. In the case of such an appeal, the Council shall consider the reasons given for denial and, if such reasons take into account the merit of the performance of the employee, shall deny the hearing of the appeal. If the reasons given do not reflect on the merit of the performance of the employee, the Council shall take testimony regarding the performance of the employee and the appointing authority and the employee shall have the right to present witnesses and give evidence before the Council. Within a reasonable period of time following the hearing the Council shall determine whether the employee is to be reconsidered by the appointing authority for a salary increase and shall recommend that an increase be granted or not granted.

~~(f)~~ *(g)* Investigations and Appeals

(1) The Council shall receive and consider any protest by an employee or appointing authority in any manner concerned with the administration of these rules and, after such investigation and hearing, or either of them, as the Council may deem desirable in any case, shall recommend to the Commissioner such remedial action as it may deem warranted.

Proposed Rule Revision

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

DPW 116 Salary Adjustments and Increases

(c) Salary Increases

(3) A salary increase for each employee not at the maximum of his class of positions shall be considered at least once each twelve-months period. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor. *If an employee is not furnished with the reasons why the merit increase was not granted in writing within two months following the twelve-month period the employee shall automatically receive the merit increase effective on the first day of the month following the expiration of the two-month grace period.*

Proposed Rule Revision

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

DPW 116 Salary Adjustments and Increases

(b) Adjustments to be Made in Accordance with Official Compensation Plan

(1) Adjustments in the rates of pay of incumbents of positions in order to conform to a newly adopted or currently effective compensation plan shall be in accordance with the following provisions:

(aa) If the rate of pay of employees is below the minimum of the range prescribed for their class of positions, the rate shall be adjusted to that minimum, or the general adjustment adopted for employees, whichever is greater *except as provided in (cc) below.*

(bb) If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee shall receive at least the general adjustment adopted *except as provided in (cc) below* but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in DPW 94 (d) (6) as long as such further adjustment would not place them over the new maximum salary for their class.

(cc) If an employee has received an optional salary adjustment in the preceding calendar year in excess of the general adjustment adopted for that year a county welfare board may deduct this amount of increase from the general adjustment adopted for the next calendar year providing that all employees: 1) are at least at the new minimum; 2) remain on an existing salary step; and, 3) receive at least the percentage or dollar amount of general adjustment adopted each year counting any extra salary adjustment in the preceding calendar year.

~~(ee)~~ *(dd)* Employees can be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted following the annual salary public hearing and then only in the amount adopted for their class.

~~(dd)~~ *(ee)* If the rate of pay of an employee is higher than the maximum of the range prescribed for his class of positions, the rate may remain the same as long as the employee retains the same position.

~~(ee)~~ *(ff)* Except in any adjustments over the maximum, if the rate of pay of an employee falls between the minimum and maximum of the range prescribed for his class of positions but does not correspond with any intermediate step in the range, such rate shall be adjusted to the nearest higher step in the range, except as provided in DPW 116 (b) (2).

Proposed Rule Revision

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

DPW 91 Statement of Policy and Means of Effecting Policy

(f) Political Activity

~~(1) No employee shall participate directly or indirectly in any form of party politics. This, however, shall not be interpreted to prohibit in any way his right to express his private views as a citizen or to cast his vote according to the dictates of his conscience.~~

(1) *No employee shall use his or her offical authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.*

~~(2) No employee shall directly or indirectly solicit, receive, or be in any manner concerned in the soliciting or receiving of any assessment, subscription, or contribution for any political purpose whatsoever.~~

(2) *No employee shall directly coerce, attempt to coerce, command, or advise a Merit System employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.*

~~(3) No employee shall in any manner change the official rank or compensation of any other employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or service for any political purpose.~~

(3) *No employee shall be a candidate in a partisan election for any public office or for any political party office which is obtained through a partisan election.*

(4) *An employee continues to be covered by the Federal Hatch Act restrictions including all the restrictions listed in DPW 91 (f) (1) through (5) while on annual leave, sick leave, leave without pay or administrative leave.* Any employee shall resign from the service upon filing as a candidate for public office, except as provided in DPW 91 (f) (5).

~~(5) Any employee may be a candidate for and occupy a village, township, or school district office if the office is one for which the compensation provided does not exceed $600 per year.~~

(5) *Any employee may be a candidate in nonpartisan elections. These are elections in which none of the candidates is to be nominated or elected as representing a political party whose candidates for presidential election received votes at the last preceding presidential election.*

(6) All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the Merit System.

TRANSCRIPT

PUBLIC HEARING -- AUGUST 21, 1975

Dan Gustafson: This is the Merit System Council - Helen Blomquist, Mr. Tom Ryan who isn't here yet but should be here shortly and my name is Dan Gustafson. I serve as the Chairman of the Merit System Council and also your hearings officer today. We have Mr. Jack McKasy representing Dr. Lawson from the Minnesota Department of Health and Jean Rozeske representing Mr. Ed Novak from the Department of Public Safety. First of all for the record I'd like to show a presentation of the order for hearing dated July 1, 1975 signed by Vera Likins, Commissioner of Public Welfare. Another order for hearing dated July 14, 1975 signed by Ellen Z. Fifer for Dr. Warren Lawson, Commissioner of Health, and the order for hearing dated July 11, 1975 signed by Philip A. Iverson, Deputy Commissioner of Public Safety. All three documents are included in this folder. Next is the presentation of notice of hearing dated July 2, 1975 signed by Vera Likins, Commissioner of Public Welfare, a notice of hearing dated July 14, 1975 signed by Ellen Z. Fifer for Dr. Warren Lawson, Commissioner of Health, and a notice of hearing dated July 11, 1975 signed by Philip A. Iverson, Deputy Commissioner of Public Safety. The third item for presentation is the affidavit of mailing signed by Patricia Flatten noterized by Dorothy Haider dated July 18, 1975. The fourth item for presentation is the certificate that the attached mailing labels and sheets for the Department of Welfare, Health and Public Safety constituted the complete list of persons, associations, and other interested groups who as of 4:00 p.m. on the 16th of July, 1975, have requested that their names be placed on file with the Minnesota Secretary of

State for the purpose of receiving notice of public hearings on proposed rule changes for the named State agencies. I'll now introduce Barbara Sundquist, Merit System Supervisor, who will present the proposed rule changes. We will take testimony today on the proposed changes. Any final decision on the matters considered today will be withheld until September 10, 1975, to allow time for anyone who wishes to submit written comments or reactions. We have already received some written testimony. Please address any additional testimony to the Merit System, fourth floor, Centennial Office Building, St. Paul, Minnesota 55155. Mrs. Sundquist will see to it that all such correspondence is forwarded to the Commissioners of the State agencies specifically affected as well as to the Merit System Council. All discussions today will be held only on proposed rule changes and I would appreciate it if everyone who wishes to make any comments each time they stand up, to identify themselves, there county and position each time they address the chair. Barbara.

Barbara Sundquist: The first proposal involves changing the rules concerning veteran's preference to conform to changes made in 1975 by the Minnesota Legislature in the statutes concerning veteran's preference. Up to that time the Merit System was under the provisions of Minnesota Statutes 197.45, which provided for absolute preference for veterans in open-competitive examinations and a one time point preference for promotional examinations. This law was repealed and the Merit System was placed under the provisions of Minnesota Statutes 43.30, which provides for a point preference for veterans in open-competitive examinations and in the case of 50% disabled veterans a point preference for their first promotion after entering public employment

The proposed changes in the Department of Public Welfare Rule 98(c)

and 99(f) and the Minnesota Health Department Rule 209(c) and 210(f) are made in conformance with Minnesota Statutes 43.30 to abolish absolute veteran's preference and to cite the proper veteran's preference law. Department of Emergency Service Rule 91 provides that the Department of Public Welfare Rules 95 through 110 also apply to employees under the Civil Defense Merit System, so this change will also effect employees employed in civil defense.

At the same time that Minnesota Statute 197.45 was repealed, Minnesota Statute 197.46 was amended to include that all honorably discharged veterans have rights in regard to termination. This means that more veterans have rights in regard to termination of employment than have rights for preference in initial employment.

The proposed changes in DPW 103(b) and 108(e) and MHD 214(b) and 219 (e) reflect these changes in the statute. Again, under the provisions of DES 91 these changes also will apply to employees in the Civil Defense Merit System. Do we have any comments on these particular rule changes? Any comments?

The 1974 session of the Legislature changed Veteran's Day for public employees back to November 11. The proposed changes in DPW 104(h) and MHD 215(h) reflect this change in statute. Again, under the provisions of DES 91, these changes also will apply to employees under the Civil Defense Merit System. Any comments on this rule change?

A further proposal involves the establishment of an appeals procedure specifically for the denial of salary increases by the appointing authority to employees. I'd like to point out that currently such

appeals are heard under the general Investigation and Appeals Rule. This rule is very general and does not have any time limits when an appeal can be made or any guidelines as to what appeals should or should not be heard. As a result, all appeals, irregardless of how timely they are should be heard. There is a definite need for a more specific rule to handle these salary denial appeals, which are increasing in number. The proposed new rule DPW 108(f) and MHD 219(f) establishes a definite time limit as to when appeals can be made, which is within 30 days following the receipt of the letter of denial. The proposed new rule further states that if the letter of denial contains reasons for denial based on the merit of the performance of the employee, the Merit System Council shall deny the hearing of the appeal. The Council feels the judgment of the merit of an individial employee should be left to the appointing authority and the supervisors. If the letter of denial contains reasons other than those based on the individial performance of the employee the Council shall hear the appeal and take testimony from both sides. Following the hearing the Council shall render a decision as to whether or not the employee shall be considered or not be considered for the salary increase and offer recommendation as to whether or not the increase should or should not be granted. Establishment of this rule will make for a much more orderly appeal procedure for salary increase denial. Under the provisions of DES 91, these changes will also apply to employees in the Civil Defense Merit System. Before opening this rule for comments I'd like to point out that the wording of this rule has been changed considerably from the initial wording that was heard at a recent Merit System Council meeting. The changes in wording were made as a result of the testimony taken at the Council meeting.

In the initial proposal the Council had the authority to order that increase be granted following the hearing if they felt that such increase should be granted. Now the rule reads that they can recommend whether or not the increase is granted or not granted and the final approval of any increase would remain with the appointing authority. Comments on this particular rule change?

Dan Gustafson: Yes sir would you state your name.

Clifford Grandstrand: I'm Clifford Grandstrand from Chisago County Welfare Board. When you talk about the appointing authority, who do you mean by the appointing authority?

Sundquist: For Welfare it would be the county board, for Civil Defense it would be the actual county board and for Civil Defense in a city it would be the council or in Public Health they have the public health boards.

Gustafson: Any other questions?

Virgil Christenson: Virgil Christenson, Chairman of the Family Service Agency, Rock County. I speak against the proposal. Our objection to the rule change is basically philosophical. We feel that in the system the recipient is the most important segment. The taxpayer is the second most important segment and the agency, the welfare system is the conduit that gets the two together, that funnels the needs of the people that need it. It seems to me that this rule change merely clogs the conduit and makes it less effective by virtue of the fact that it will drive wedges further between the worker, the administration and the administration and the boards, the boards and the DPW and as far as making the changing of the wording, making it recommended instead of mandatory, I don't really see where that is going to help remove the illwill between the employee and the employer.

Sundquist: I'd like to just point out again that we already have an appeals procedure. I don't know if I was clear on this. There is an appeals procedure right now for hearing denial of salary increases and this is that general rule which says that we shall hear any matter against an appointing authority or against the Merit System shall be heard by the Merit System Council. We have gotten into the position where we have had someone appeal to us who was denied an increase two years ago and they had written us a letter saying that we want to do something about this. They were denied this increase two years ago. We do not feel that this is a timely sort of appeal because two years is a long time so what we are trying to do by establishing this rule is to clarify the appeals procedure and take it out of the general procedure and say that we are not going to consider the ones that were based on performance that were denied. Now we have to, we have to hear every single salary denial appeal that is made to us and we have had quite a number, in fact, the Council doesn't know it yet but they have eighteen of then that they are going to have to schedule at their meeting today. This seems, its difficult for us to operate with this particular appeal rule because of the fact that there is no time limit and the fact that we have to hear all of the appeals. With the current rule that we have we are in the position of having to even judge whether or not your judgment of merit was proper while under this rule we would not be hearing such appeals. We would just say they judged you on the basis of merit, we're not going to judge whether or not their judgment of your performance was proper or not.

Gustafson: I think the problem is here and it has been here and it is growing. Both the staff and the Merit System felt it had to be a different way in handling a problem, that we had no real good language to deal with. This is an attempt to straighten out some problems which are coming up and if this don't work we'll have to change to something else again. Any other discussion? Yes sir.

Duane LeBrun Duane LeBrun, Director from Redwood County. The comment or question that I will attempt to ask you Barbara, the last sentence in that rule states "within a reasonable period of time". Can that be a problem? What is a reasonable period of time?

Sundquist We have always said that that has been around 30 days. We have tryed to always consider it as 30 days.

LeBrun: Are you obliged to put 30 days?

Gustafson: No, sometimes we run into problems of conflicting dates and you might miss it by one day and then your in trouble. But we try to hold it around as close to 30 days as possible.

Sundquist: Sooner if possible.

Bob Franseen Bob Franseen, Social Worker from Stearns County. I would like to speak in favor of this proposal. I think that it is more specific as indicated and restores the balance of power between the employees and the welfare board and the administration. I think this is certainly needed and the proposal is important.

Gustafson: Thank you. Any other discussion? Anybody else wishing to get on the record? Barbara.

Sundquist: An amendment to existing Rule DPW 116(c) and MHD 230(c) also involves salary increases. Some agencies have not been following the existing rule which requires that a letter stating the reasons for denial for a salary increase be given to employees who are not granted such increase in a twelve month period. the proposed amendment provides

for a penalty clause to the effect that if an employee does not receive such a letter within a two month period following the twelve-month period, the employee shall automatically receive the merit increase effective on the first day of the month following the expiration of the two-month grace period. This rule will not affect any agencies who are currently following the rule and giving the letter that is required to the employee. It will apply only to those agencies who are not furnishing their employees with a letter stating the reasons for denial of a salary increase. Under the provisions of DES 91, these changes also will apply to the employees in the Civil Defense Merit System.

Again before opening this rule for comments, I'd like to point out that the wording of this rule also has changed from the original proposal that was heard at the recent Merit System Council meeting. The requirement that the reasons for denial must be based on merit was deleted as was the provision that lack of funds was not an acceptable reason. Comments?

Voice from Aud.: Would you repeat that last statement please.

Sundquist: There had been a provision in the original proposal that lack of funds was not a substantial or acceptable reason for denial but that has been deleted from this rule now. It is no longer in there.

Voice from Aud.: It was your reference to merit.

Sundquist: Before we had said that the reasons given to an employee had to be based on the individual merit of the employee. This provision was deleted. All we say now is you must give a letter stating the reason. We are not defining what the reasons must be.

Gustafson: Which means they could include reflections on a person's merit but it isn't mandatory that it doesn't. Are there any questions?

Paul Hanson: Paul Hanson, Director of Sibley County. I have a question on when the twelve-month period might begin and end. On the anniversary date of their employment or I'm wondering if that's the case would the deadline be after two months that the letter was mailed or ....

Sundquist: Anniversary dates vary in the county. Some counties count the dates that they were originally employed as the anniversary date so that date is their anniversary date forever. Others count the six months of the probationary period as the anniversary date. What the twelve months is is the date from the last salary increase, the last merit increase or the initial hire so if you hired somebody and you had to give them a probationary increase twelve months from that date would be the first time that they would, you would have to furnish them with a letter. If you gave an increase there it would be twelve months from then on.

Hanson: There considered then for a salary increase like the first of the year?

Sundquist: Not salary adjustments now. Don't confuse adjustments and merit increases. The salary adjustments given on the first of the year on the basis of the salary study are not considered salary increases and they do not count. It is not twelve months from that date. It's twelve months from the date of the last merit increase.

Hanson: They could be considered for merit increase at the same time?

Sundquist: At the same time, right.

Gustafson: Any other discussion or questions?

Virgil Christenson: Virgil Christenson, Rock County. I would speak against this. I think it tends to make us advesaries of our employees.

Gustafson: Thank you. Any other discussion? Barbara.

Sundquist: Are you sure there is no more discussion on this one?

Arlene Skroch: Arlene Skroch, Morrison County. Cound you please tell me what reasons they could give for not giving an increase at the end of the year. If you are doing your work then everybody will get an increase.

Gustafson: The reason may be that they don't feel the person is doing their work.

Skroch: Well, then everybody who is doing ....

Gustafson: It could be almost anything they wanted to put in there.

Skroch: It would have to be merit wouldn't it? Based on their merit, their work? And most people are doing their work so everybody, most everyone would get an increase.

Gustafson: We're just saying that if they do refuse to give somebody a merit increase they must put it in writing as to why. We are not limiting it as to a specific reason.

Sundquist: Under this rule they could even say that they are not giving any of their employees a merit increase. Now you could appeal that under the appeals procedure but that would be an acceptable reason under this particular rule that we are talking about right now.

Skroch: You said their not giving anyone, but wouldn't they have to give a reason for not giving anyone, there would have to be a reason in there?

Gustafson: That reason could be there is no funds.

Sundquist: Or they feel that salaries are sufficient right now. That the level that a person is making compares to what they are making in the rest of the community and is adequate.

Skroch: Oh, I thought you deleted the reason.

Sundquist: That's what I am saying. That the reasons no longer under this rule that we are proposing right now have to be based on the

individual performance. It's just that they have to give you a letter stating some reason and you have the right to come back under the appeals procedure and say are these reasons valid.

Gustafson: Yes sir?

Norman Slagter: Norman Slafter, Director, Chippewa County family service. Do I understand correctly that our staff has to be unionized and if they settle on a percentage increase at the turn of the year, we would then also have to go through this thing about whether they merit an additional increase in each one of the cases?

Gustafson: The rules now presently call for a merit increase to be considered at least once each twelve months period.

Slagter: That would be over and above the negotiated increase?

Gustafson: That would have nothing to do with your negotiated increase as part of the union contract. We're not talking about salaries, we are talking about merit increases - either giving or refusing to give a merit increase and we are saying that if you do not give a merit increase you must put it in writing as to why. The reasons are your own.

Slagter: Then I guess I would have to be concerned about it because out in many of your rural areas they do not differentiate between a salary increase and a merit increase and I guess someplace along the line it becomes a matter of sematics.

Gustafson: Then they have been violating the rules for a considerable long time. Anybody else wish to speak? Alright Barb.

Sundquist: Norm I'd just like to say most of the union contracts that I have seen do provide the adjustment plus that they will get consideration for a salary increase, you know a merit increase. Salary increase and merit increase mean the same. Salary adjustment is different. Almost all the contracts I've seen, they have said that you will

be considered so you would just be following your contract and if you ran it under the contract of course it counts but not if it's just a salary adjustment.

Another proposal is to add a new section to DPW 116(b) and MHD 230(b) which provides that agencies who give an optional salary adjustment in a year to employees can deduct this adjustment from the general adjustment provided in the next year providing that all employees 1) are at least at the new minimum; 2) remain on an existing salary step; and 3) receive at least the percentage or dollar amount of general adjustment adopted each year counting extra salary adjustments which may have been given the preceding year. I want to point out that this provision pertains only to salary adjustments over and above the mandatory adjustments. Under the provisions of this proposed rule salary increases--thats merit increase cannot be deducted. Under the provisions of DES 91, this proposed rule change also applies to employees in the Civil Defense Merit System. I think we've got a little bit of confusion going on here between salary increases and salary adjustments which happens to be the terminology the Merit System uses. I'm going to give some examples of what it really means. A salary adjustment is what's going to be heard at the public hearing on September 12. That is the proposals that the Merit System makes to change the existing compensation plan. Salary increases are merit increases. Okay. Under this rule last year we proposed a two-step mandatory salary adjustment plus an optional one-step salary adjustment to be effective, the optional could be effective anytime during the calendar year 1975. Now some agencies did give the optional salary adjustment in addition to the mandatory two-step adjustment. At the hearing on September 12 we are going to be proposing a step and

one half for professional salaries and a two-step adjustment for support personnel and $50 across the board for clericals. Let's say that that is adopted. As of January 1, 1976, any agency who gave the optional adjustment this year would only have to give their professional employees a half step because they have already given the one step and we are proposing a step and a half. They had given the optional step already this year so all they are mandated to do is give an additional half step. Anyone who had given their support personnel the additional step this year and if they are up for two steps January 1, would only have to give one step. Now, another example of this would be an agency who is on salary schedule A and they decide during the calendar year 1975 to move to salary schedule B and in so doing they raised all their employees one step. Come January 1, 1976, again they would only have to give their professional employees a half a step and their support people one step. They could count any extra adjustments that they gave the preceding year. Everybody looks a little confused.

Jake Koppendrayer: Jake Koppendrayer, Mille Lasc County. The thing that I'm trying to learn here, do we no longer have a word to say in salaries. Why is it a mandatory thing or why is it coming from here?

Gustafson: We don't want to get on the subject of mandatory increases because that's not a proposed rule change at this hearing. That has gone through a year from now and there will probably be some more activity on that matter but not at this hearing. We are not going to discuss the validity or non-validity of mandatory increases because it's not on the agenda for this meeting. Barbara was merely explaining that as, if this rule changes is made and adopted it will give credit to those counties who voluntarily gave the wage

increase before they were obligated to. In the past when we adopted the mandatory increase some counties had given an increase. We made them give two more and they objected violently. This rule takes into account those counties who voluntarily without being so called mandated went ahead and gave their employees an increase. They now under this rule if adopted, would get credit for anything they had voluntarily done during the year.

Sundquist: What it does really is give county boards a little more flexibility because many of the county boards last year gave extra cost-of-living increases on July 1 and then there was no provision to count that so they got hit twice is what it amounts to and many of them were quite upset and naturally so but this gives the county board a little more flexibility. If they feel that the cost-of-living has gone up to such an extent that they are giving the rest of their people an increase they can give it to the welfare people and not have to give it again in January. They can count it.

Paul Hanson: Paul Hanson, Sibley County. On this example, say you have a case aide who gets a merit increase now in 1975 and in 1976, if the proposal goes through, they would be given a two step increase. For example they are on step one now before the merit increase. They could go to step two for the merit increase. Step three will be what the new step one will be in 1976, right? They would go back to step one wouldn't they?

Sundquist: No. You can't deduct merit increases, that's what I am saying. If that case aide got a merit increase this year has to get two steps as of January 1.

Gustafson: We're talking about salary adjustments.

Hanson: They you could give them one step on the salary adjustment?

Sundquist: No, two, because this says you can only deduct salary adjustments

and salary adjustments are what are proposed by us at the salary hearing and adopted as the salary adjustment figure or if a county goes from plan A to plan B or Plan C. That's what is considered a salary adjustment. Salary increases cannot be deducted. A person keeps those and gets the extra adjustments besides.

Gustafson: Any merit increases wouldn't affect this at all. It's only adjustments in salary that the county board would want to give that would be counted. Any other questions?

Bob Franseen: Bob Franseen, Stearns County. I would like to speak against this proposal. I guess I can understand why you want not to penalize those counties that take the initiative and demonstrate their concern financially for their employees and I can appreciate that. But from the employee's point of view and for the rest of the Merit System this proposal seems to be directly in contradiction to the progress made in the earlier proposal regarding the appeal process. It just allows capricious use of the system to beat the employee over the head. It eliminates the injustice of the, we eliminated the injustice by having the appeal process in the earlier merit increase and now you turn around and give the same kind of sad tool to the welfare board.

Gustafson: Basically what it means is that if a two step adjustment is due in January and the county wants to voluntarily give you one in October or three or four months earlier they can do so and get credit for it or they can deny it and in January you would get both steps but you would get one step of it three or four months later than you could have gotten it. This can be a benefit as much as a hinderance as far as that goes. If they want to voluntarily four or five months ahead of time give you an adjustment on their own without being made to do so by the Merit System they can and they can get credit for it. Otherwise, there are a lot of counties who are going

to say we are not going to make any adjustment in the cost-of-living or otherwise that we feel are, we're obligated morally to do something for our people because times are really mean and we'll just wait until January until we have to.

Franseen: It also means that this January or January 1, 1976, instead of giving a 6 3/4 percent increase we'd get about two percent.

Gustafson: That all depends on what type of a salary increase is going to be passed in September.

Sundquist: It also means how much you got last year. If you got three steps last year when we mandated two, that could be the case. The board can give the whole thing if they want to but we're saying they don't have to. Some agencies did give three steps last year instead of the mandatory two and so we are saying if you did this on your own you can have the credit for it this year and you only have to give any additional amounts that is over and above what you have already given.

Gustafson: Any other questions?

Virgil Christenson: Virgil Christenson, Rock County. At the risk of being provincial I support the rule change because it does what a rule change should do. It simplifies and clarifies the rule.

Gustafson: Thank you. Yes sir.

Jake Koppendrayer: Jake Koppendrayer, Mille Lacs County. We studied this and wondered what would be against or for and we went on record as favoring this rule but if we saw it's getting tough goings, then we'd give some increase like you say in September or October, that we would be credited with this in January 1 but this takes into consideration we favor the rule.

Gustafson: That's the purpose of the rule. Thank you. Any other discussion?

Gustafson: Alright. The next item.

Sundquist: The final matter for consideration today is changes in DPW 91(f), MHD 201(f) and DES 91(f) regarding political activity. Merit System employees are covered by the federal Hatch Act, rather than the State political activity law, unless the State law would be more restrictive which Minnesota's is not. The United States Congress recently amended the Hatch Act to a considerable extent. Under the new law, effective January 1, 1975, state and local employees are no longer prohibited from taking an active part in political management or in political campaigns. The only prohibited activities are: 1) use of official authority or influence for the purpose of interfering with or accepting the result of an election or nomination for office; 2) directly or indirectly coericing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes and, 3) being a candidate for elective office in a partisan election. The new laws provides that employees continue to be covered by the provisions of the law while on annual leave, sick leave, leave without pay, administrative leave or furlough. At present Merit System Rules, which were in conformance with the Hatch Act before it was amended, are more restrictive regarding political activity than the Hatch Act. The proposed revisions to the rules will again make Merit System Rules in conformance with the federal Hatch Act and also in conformance with the state political activity law. Comments?

Gustafson: Are there any questions?

Gustafson: No questions from any county or any representative? Yes sir.

Bob Franseen: Bob Franseen, St. Cloud. Does that mean that this is really the totality of the Hatch Act as it affects us right now with the exception of that paragraph you read.

Sundquist: There is the three restrictions, that's all. You can run for any non-partisan office, you may be a candidate for any non-partisan office. Before you couldn't run for it unless it paid more than a certain amount of money which I think was $50 or something like that a month. But now, any non-partisan office you can run for. You cannot be a candidate for any partisan office and you can't coerice or use any official authority to try to influence an election.

Gustafson: I think the question was, are there any other parts of the Hatch Act?

Franseen: You indicated, I thought I heard you say that you could participate in the management of the campaign.

Sundquist: That's right. You can be a manager for a political candidate. You can go out and solicit funds but you can't use your official authority in doing it.

Franseen: Why is that not incorporated into the change. That's not written into the Hatch Act. What you just said about management, about the positive aspects.

Sundquist: All we put in here is the restrictions.

Gustafson: Any other questions? Is that the last item?

Sundquist: That's it.

Gustafson: Does that conclude our activities? That concludes the meeting today on the proposed rule changes. We will adjourn temporarily and go into our meeting. Thank you very much.