

Minnesota Attorney General: Administrative Rules Proceedings

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STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL

Office Memorandum

TO : JACK G. YOUNG, Commissioner
Department of Corrections
430 Metro Square Building

DATE: 11/19/80

ATTN: JOHN MCLAGAN, Director
Standards Development Unit

FROM : H. THEODORE GRINDAL HTG

PHONE: 7-3471

Special Assistant Attorney General
G-25 Administration Building

SUBJECT: Rules as Approved In the Matter of the Proposed Adoption of Amendments to the Minnesota Department of Corrections Rule Governing Adult Halfway Houses.

Enclosed herewith are the rules you have submitted for approval. These rules have been approved by this office and filed with the Secretary of State. Note that they have NOT been filed with the State Register; this must be done promptly by your agency.

Upon receipt and before transmittal to your agency, however, it is important that you recheck these rules as to:

1. Affixation of the stamps of the Attorney General and Secretary of State to the last page of the rules;

2. Coverage by these stamps of all rules submitted; and

3. Inclusion of all pages of the rules in the approved set.

Directly following the approved rules is a complete set of required documents and transcript which must be retained with the rules by you or your agency.

If you have any questions in this regard, please contact me.

bw
Encl.
cc: Duane Harves
Susan Robertson

STATE OF MINNESOTA

DEPARTMENT OF CORRECTIONS

IN THE MATTER OF THE PROPOSED ADOPTION
OF THE RULES OF THE DEPARTMENT OF
CORRECTIONS GOVERNING ADULT HALFWAY HOUSES.

ORDER ADOPTING RULES

WHEREAS Laws 1980, Chapter 417, Section 5 authorizes the commissioner of corrections to invoke the provisions of Minn. Stat. sec. 15.0412, subd. 5 (1978) to amend MCAR sections 2.401 to 2.440, and

WHEREAS Notice has been served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose; the proposed amendments have been published in the State Register for at least 20 days; all interested person, associations and groups have had an opportunity to submit their views on the proposed amendments; all statutory standards and criteria have been complied with; the need for and reasonableness of the amendments have been confirmed, and they are not controversial in nature.

NOW THEREFORE IT IS ORDERED that these amendments, identified as Amendments to 11 MCAR sections 2.401 to 2.440 are adopted this 4th day of November, 1980.

Commissioner of Corrections

Jack G. Young

Adopted Rule – AG copy

AMENDMENTS TO ADULT HALFWAY HOUSE RULES

11 MCAR § 2.402

F.1. "Provisional license" is: 1) a certificate that will be issued for a maximum six (6) month period prior to granting a license; and 2) shall be issued for another six (6) month period if the applicant is temporarily unable to substantially comply with the requirements of these rules. p.1

F.4. "Suspension of license" means that the operator is not authorized to provide services for a specified period of time, or until the facility is found to be in substantial compliance with licensing requirements. p.2

11 MCAR § 2.403

E.1. A provisional license will be: 1) issued for a maximum six (6) month period prior to issuance of a license; and 2) shall be issued for another maximum six (6) month period if the facility is not yet in substantial compliance with these rules, and if evidence of progress is demonstrated. Applications for renewed provisional licenses shall be filed thirty (30) days prior to expiration date. The provisional license shall not be renewed so as to exceed one (1) year. p.5

E.3. If, at the end of the six (6) month provisional period, the facility is in substantial compliance with these rules a full license will be issued. p.6

G. Revocation, suspension, provision and denial of license. A license may be revoked, suspended, denied or made provisional by the commissioner if the facility does not maintain substantial compliance with minimum standards, or the facility may be denied a license on the basis of a poor operating history in this p.6

or any state. The operator shall be given written notice of the action and shall be given thirty (30) days to substantially comply with minimum standards before action is taken. Failure, inability or refusal to substantially comply with licensing procedures shall be cause for denial, non-renewal, revocation, or suspension of the license.

I.2. The community correctional facility is otherwise in substantial compliance with said standards and their general purpose and intent; p. 7

I.3. The community correctional facility substantially complies with such specific condition(s) as the commissioner may deem necessary for the protection of health, safety, and welfare of the residents. p. 7

M. When a CCF license has been revoked or not renewed because of non-substantial compliance with applicable laws or rules, it shall not be granted a new license for a period of one (1) year following the revocation, denial or non-renewal. p. 7

11 MCAR § 2.432

A.1. It is the responsibility of the facility administrator to request necessary inspections and to substantially comply with any resulting recommendations noted in the inspection reports. p. 18

PROPOSED ADOPTED RULES

OF THE DEPARTMENT OF CORRECTIONS

GOVERNING

MINIMUM STANDARDS FOR

ADULT HALFWAY HOUSES

Amended November 4, 1980

Chapter 1 Adult Halfway Houses

11 MCAR § 2.401 Introduction.

A. Minn. Stat. § 241.021 (1976), as amended by Laws of 1978, ch. 778, to be effective September 1, 1979, provides that the Commissioner of Corrections promulgate rules establishing minimum standards for all correctional facilities throughout the state whether public or private, established and operated for the detention and confinement of persons detained or confined therein according to law except to the extent that they are inspected or licensed by other State regulating agencies. The rules which follow are intended to fulfill that requirement for all Adult Halfway Houses.

B. The Commissioner of Corrections, has, pursuant to Laws of 1978, ch. 778, Sec. 6, appointed a citizens' advisory task force to assist in the development of rules contained herein.

C. The purpose of these standards is to facilitate the implementation of rules in accordance with Minn. Stat. § 241.021, and to provide a framework for inspection and licensing of Adult Halfway Houses.

11 MCAR § 2.402 Definitions. Definitions, for the purpose of these rules are as follows:

A. "Youth" are persons under eighteen (18) years of age.

B. "Adults" are persons eighteen (18) years of age or over.

C. "Department of Corrections", "Department" or "DOC" shall mean Minnesota State Department of Corrections.

D. "Commissioner" shall mean the Commissoner of the Minnesota State Department of Corrections or his designee.

E. "Applicant" is any person(s), agency or organization applying for a license or renewal of license under this rule.

F. "License" is a certificate issued by the Commissioner authorizing the operator to provide specified services for a period of a year in accordance with the terms of the license, Minn. Stat. § 241.021, and the rules of the Commissioner.

1. "Provisional license" is: 1) a certificate that will be issued for a maximum six (6) month period prior to granting a license; and 2) shall be issued for another six (6) month period if the applicant is temporarily unable to substantially comply with the requirements of these rules.

2. "Renewal license" is a license issued for a period subsequent to the period for which the license was issued and where there has been no intervening period during which a license has been revoked.

3. "Revocation of license" means that the operator of a facility shall no longer be authorized to provide services.

4. "Suspension of license" means that the operator is not authorized to provide services for a specified period of time, or until the facility is found to be in substantial compliance with licensing requirements.

G. "Community Correctional Facility" or "CCF" is any community based facility, public or private, including group foster homes, juvenile halfway houses, adult halfway houses and shelter facilites, having a residential component, the primary purpose of which is to serve persons placed therein by a court, court services department, parole authority, or other correctional agency having dispositional power over persons convicted of a crime or adjudicated to be delinquent.

H. "Adult Halfway House" means any community based residential facility, the primary function of which is to provide, through its own program or community resources, services to adults accused of, charged with, or convicted of a criminal offense.

I. "Waiver" is written permission from the Commissioner to disregard a particular section of a licensing rule.

J. "Residential facility" means any Community Correctional Facility which regularly provides twenty-four (24) hour a day care including food and lodging.

K. "Governing Board/Sponsoring Agency" is the body which formulates the policies and procedures governing a Community Correctional Facility, this body being composed, at a minimum, of the offices of president, secretary and treasurer. In non-profit corporations the administrator of the program shall not be a member of the board of directors. In addition, there may be an advisory board, where appropriate, including membership from the specific target group and the immediate neighborhood population, and additional membership according to the size and function of the individual program.

L. "Facility administrator" refers to the administrator of the program, employed or appointed by the board or Sponsoring Agency, to implement its policies, programs and treatment plans.

M. "Supervising agent" is the parole/probation agent working with an individual resident or set of residents living in a single CCF.

N. "Program" is a plan, procedure or activity for dealing with residents in a Community Correctional Facility.

O. "Treatment plan" is a design for helping the resident reach the goal of rehabilitation.

P. "Contraband" are those items designated by the CCF as prohibited on the physical premises of the facility.

Q. "Significant others" are persons who are important in the life of the resident.

R. "Private corporation" includes any company, association, or body endowed by law with any corporate power or function, except such as are formed solely for public and governmental purposes, which shall be deemed public corporation.

S. "Non-profit corporation" means a corporation formed for a purpose not involving pecuniary remuneration, directly or indirectly, to its shareholders or members as such.

T. "Community Corrections Advisory Board" is the governing body that is responsible for a comprehensive plan under the Community Corrections Act in a county or group of counties.

U. "Target group" means a class of residents with a need for similar services arising primarily out of a particular type of disability, including but not limited to social disabilities resulting in contact with the correctional system.

V. "Substantially conform" or substantial compliance as used in this rule shall mean compliance with 70% or more of all rules applicable to a facility's classification as stated herein, and, additionally, shall mean compliance with 70% or more of all rules applicable to a facility's classification in each section of these rules. "Section" as used in this definition means the entire area or subject matter under a given rule, e.g., 11 MCAR § 2.401, 2.402 etc.

W. Corporal punishment. Physical punishment, any kind of punishment inflicted on the body, such as whipping or slapping.

11 MCAR § 2.403 Procedures for licensing.

A. Legal basis. Licensing authority. The Minnesota Department of Corrections (the Commissioner) is authorized to establish procedures for licensing CCF Adult Halfway Houses through the authority of Minn. Stat. § 241.021, subd. 1 (1978).

B. All Adult Halfway Houses will be inspected pursuant to Minn. Stat. § 241.021, subd. 1 and all such inspections shall be according to the standards set forth herein.

C. Procedures. Original application for license.

1. New applicants shall file application to the Commissioner of Corrections at least thirty (30) days prior to the date the facility expects to operate. The Commissioner shall determine the suitability of such applicants by the following rules in this and subsequent sections.

2. Materials to be filed with Adult Halfway House license applications:

a. A statement regarding the philosophy, purpose and function of the program.

b. A statement regarding the administration and organization of the CCF (i.e., information on the governing body and administrator who are responsible for policy making, and administering and operating the facility). See Organization and Administration, § 2.408.

c. A copy of the Articles of Incorporation and bylaws, if incorporation is required.

d. A copy of the constitution and bylaws if not incorporated.

e. A list of the board members and committees, including names, addresses and telephone numbers.

f. An outline of the CCF's program.

g. A list of other facilities which the operator or governing board has operated or is currrently operating (either in or out of state).

h. The financial arrangements for the residents.

i. The arrangements for the provision of social services.

j. The arrangements for the provision of medical and dental services.

k. At least three letters of reference for the facility administrator.

l. A record of the satisfactory medical examination of each staff member (refer to Personnel, § 2.416).

m. A copy of personnel policies.

n. A copy of intake policies and procedures.

o. A floor plan of the facility with designated room dimensions.

p. Evidence of approval by the fire, safety and health departments.

q. Evidence of compliance with local zoning ordinances.

D. Renewal license.

1. Application for relicensure shall be submitted to the Commissioner at least thirty (30) days prior to the expiration date. Replacements of any of the materials required in the previous license application shall be submitted when the materials document changes in the operation of the Community Correctional Facility, qualifications of the staff, or in the physical facility. Any materials submitted in a previous license application which are not replaced by new submissions will be presumed to be currently correct at the time of renewal license application.

2. Material to be filed with Adult Halfway House license renewal application:

a. A current list of board members and committees.

b. A record of satisfactory medical examinations for each staff member. (A staff information sheet will be provided by the Commissioner.)

c. A report of major changes in the program or facility during the year or contemplated for the coming year.

d. Building plans for any contemplated construction giving room dimensions, specifications and use.

e. Evidence of approval by the fire, safety, and health departments.

E. Provisional license.

1. A provisional license will be: 1) issued for a maximum six (6) month period prior to issuance of a license; and 2) shall be issued for another maximum six (6) month period if the facility is not yet in substantial compliance with these rules, and if evidence of progress is demonstrated. Applications for renewed provisional licenses shall be filed thirty (30) days prior to expiration date. The provisional license shall not be renewed so as to exceed one (1) year.

2. Replacements of any of the materials required in the previous license application shall be submitted when the materials document changes in the operation of the Community Corrections Facility, qualifications of the staff, or in the physical facility. Any materials submitted in a previous license application which are not replaced by new submissions will be presumed to be currently correct at the time of the renewal or change of license application. The following materials are to be submitted with renewal or change of provisional license application:

a. A statement showing which initial requirements listed as conditions of the provisional license have been met; and/or

b. A statement of the plan for meeting the initial requirements listed as conditions of the provisional license which have not been met; and

c. A record of satisfactory medical examinations for each staff member. (A staff information sheet will be provided by the Commissioner.)

3. If, at the end of the six (6) month provisional period, the facility is in substantial compliance with these rules a full license will be issued.

F. Conditions of license.

1. A license shall not be transferable. It shall apply only to the organization or person(s) to whom it is issued and to the building approved. The license shall expire automatically if there is a change in location, organization, procedure or policies, etc., which would affect either the terms of the license or the continuing eligibility for a license. In such cases, an original application for a license must again be filed. To avoid delay, the Commissioner shall be advised at once of any change so that he/she may determine if the change may be approved and the license modified accordingly.

2. Every license shall be restricted to a specified maximum capacity.

3. An Adult Halfway House must be licensed by the Commissioner in order to operate.

4. No persons shall be placed in an Adult Halfway House prior to its being licensed.

5. There is no fee for a state license.

G. Revocation, suspension, provision and denial of license. A license may be revoked, suspended, denied or made provisional by the Commissioner if the facility does not maintain substantial compliance with minimum standards, or the facility may be denied a license on the basis of a poor operating history in this or any state. The operator shall be given written notice of the action and shall be given thirty (30) days to substantially comply with minimum standards before action is taken. Failure, inability or refusal to substantially comply with licensing procedures shall be cause for denial, non-renewal, revocation, or suspension of the license.

H. Restriction of the use of a CCF. The Commissioner may by written order restrict the use of any Adult Halfway House, which does not substantially conform to the minimum standards, or, where specific conditions exist which endanger the health, welfare or safety of residents or staff, prohibit the detention of persons therein for more than seventy-two (72) hours.

I. Waiver of Specific Rule. The granting of a waiver under this section shall not constitute a precedent for any other CCF. The Commissioner shall grant a waiver of a specific rule, if, in the licensing procedure or enforcement of the standards the Commissioner finds that:

1. To require a particular Community Correctional Facility to comply strictly with one or more of the provisions will result in undue hardship;

2. The Community Correctional Facility is otherwise in substantial compliance with said standards and their general purpose and intent;

3. The Community Correctional Facility substantially complies with such specific condition(s) as the Commissioner may deem necessary for the protection of the health, safety, and welfare of the residents.

J. Study of application. Following the receipt of the application and materials requested, the Commissioner shall cause a study of the proposed services and facilities of the applicants to be made. This study shall include, but not be limited to, an on-site inspection of the facilities and investigation of references. Following the study, the representative who conducted the study shall make a recommendation to the Commissioner.

K. Notice to the applicant of Commissioner's action. After the application for license is approved by the Commissioner, the applicant shall receive by mail a license which, as provided by Minn. Stat. § 241.021, shall set forth the conditions under which the CCF may operate. The terms of the license shall include the operating name of the CCF, the maximum number, age range and sex of the residents to be served, and the period of time for which the license is effective, and may include other limitations which the Commissioner may prescribe. An accompanying letter shall contain, in addition to the limitations on the license, any recommendation regarding activities, services, and facilities to be employed. A letter shall accompany a provisional license and state the reason(s) for its being provisional.

L. Appeal procedure. Any applicant who feels aggrieved by the Commissioner's action may appeal the Commissioner's decision in the following manner: The facility administrator shall be given written notice of the action and shall be informed of the right to appeal the decision of the Commissioner in writing within ten (10) days from his or her receipt of notice of the action. Upon receiving a timely written appeal, the Commissioner shall give the facility administrator reasonable notice and an opportunity for a prompt hearing before an impartial hearing examiner.

M. When a CCF license has been revoked or not renewed because of substantial non-compliance with applicable laws or rules, it shall not be granted a new license for a period of one (1) year following the revocation, denial or non-renewal.

N. Failure of the Commissioner to approve or deny an application within thirty (30) days of receipt of a completed application shall be deemed to be an approval of provisional license.

11 MCAR § 2.404 Severability.

If any article, section, subsection, sentence, clause or phrase of these standards is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the Department of Corrections, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these standards.

11 MCAR § 2.408 Organization and administration of Adult Halfway Houses.

A. The public or private agency operating an established Adult Halfway House shall be a legal entity or part of a legal entity.

1. If an Adult Halfway House is to operate as a non-profit corporation, it shall be constituted in accordance with the laws of the State of Minnesota as outlined and prescribed in Minn. Stat. § 317, particularly as it relates to governing boards and annual audits.

2. If an Adult Halfway House is to operate as a private profit making corporation it shall be constituted in accordance with the laws of the State of Minnesota as outlined and prescribed in Minn. Stat. ch. 300.

B. Policy making. The governing board shall have a written policy clearly stating its purposes, the program and services offered. This will be done in a form suitable for distribution to staff, clients, referral sources, funding agencies and the general public.

C. The governing board of the Community Correctional Facility shall hold meetings at least quarterly with the administrator in order to facilitate communications, establish policy, explore problems, ensure conformity to legal and fiscal requirements, and implement the program.

D. The CCF shall maintain records of its activities, including the minutes of board meetings, financial data and statistical information. All records are subject to review by the Commissioner.

E. The policy manual shall be reviewed annually by the governing board, and updated when necessary.

F. The CCF shall identify, document and publicize its tax status with the Internal Revenue Service.

G. The CCF shall have a constitution or articles of incorporation which meet all of the legal requirements of the governmental jurisdiction in which the agency is located.

H. The program shall be managed by a single administrative officer who shall implement the policies of the board.

I. The CCF shall have a system to monitor the program through inspections and reviews by the administrator or designated staff.

J. The CCF shall have an operations manual which summarizes in one document approved methods of implementing agency policies and provides details for daily operations of the program.

K. Bylaws shall meet all the legal requirements of the governmental jurisdiction in which the CCF is located, and shall include provisions for regular and special meetings, and for recording of minutes.

L. Each facility must substantially comply with all applicable licensing requirements of the jurisdiction in which it is located, including requirements of the department of health and all relevant fire and safety codes.

11 MCAR § 2.412 Fiscal management of Adult Halfway Houses.

A. The facility administrator or designated employee shall prepare an annual written budget of anticipated revenues and expenditures which is approved by the funding authority.

B. The CCF shall have written policies which govern revisions in the budget.

C. The CCF fiscal process shall include a financial audit (preferably certified) of the CCF, at least annually, or at time periods stipulated by applicable statutes.

D. The CCF shall prepare and distribute to its governing board, and affected agencies and individuals, at a minimum the following: income and expenditure statements, funding source, financial reports, and independent audit reports.

E. The CCF shall have a written fiscal system which accounts for all income and expenditures on an ongoing basis and which shall include: internal controls, petty cash, bonding, signature control on checks, resident funds and employee expense reimbursement.

F. The CCF shall use a method which documents and authorizes wage payment to employees and consultants.

G. Insurance coverage. The CCF shall have a procedure to provide insurance coverage for itself, which shall include coverage for the physical plant, equipment, personnel and injury to employees, residents and third parties.

11 MCAR § 2.416 Personnel.

A. Personnel policies.

1. There shall be written personnel polices for personnel employed by the CCF, which specify salaries, increments, hours of work, work schedule, vacations, holidays, sick leave, periodic performance evaluation (at least annually), and other conditions of employment.

2. Personnel policies shall be available to each employee upon employment. The program shall inform each employee of the duties assigned to him/her, a position and organizational chart indicating the person to whom he/she is directly responsible, and general conditions which constitute grounds for dismissal and suspension, and a grievance procedure. The grievance procedures shall allow the aggrieved party to bring the grievance to at least one level above his/her supervisor.

3. The personnel policies shall be available to the Commissioner.

B. The policies shall include provisions for time off, vacation, sick leave, disability, and other employee benefits.

C. During the absence of regular staff for time off, vacation, and sick leave, arrangements shall be provided to ensure consistent care of the residents.

D. The CCF shall have staff available or on call twenty-four (24) hours a day, and seven (7) days a week.

E. The ratio of staff to licensed capacity shall be: not less than one (1) direct service staff person for every eight (8) residents.

F. The CCF shall make provisions for, and allow time for a confidential personnel record to be kept for each staff member which should include date of beginning and end of employment, hours, salary or wages, qualifications, evaluations, resume, references, and training sessions.

G. Training program.

1. The CCF shall provide an orientation session for new employees and new volunteers.

2. The CCF shall provide a minimum of eighteen (18) hours per year of ongoing in-service training programs to help staff and volunteers meet the individual and group needs of residents.

3. The CCF shall provide ongoing cultural awareness training sessions for staff and volunteers working with minority residents.

4. It is mandatory that at least one employee on each shift, who is providing direct service to residents has First Aid Training. Training shall be provided by a Red Cross instructor or a licensed health professional.

5. First Aid Training shall be current. Certificates or statements of training shall document that first aid training is updated at least every three (3) years.

6. Time shall be available for staff and volunteers to participate in job related training.

7. When residents need special services, staff shall be able to refer them to other resources in the community.

H. Each staff member shall have a mantoux test or chest x-ray annually.

I. Qualifications of staff.

1. For all education requirements, experience in the human services fields may be substituted for education. The CCF shall have a written policy which outlines experience and educational substitutes if the program permits such substitutes.

2. The facility administrator shall have at least a Bachelor of Arts Degree in any of the human services fields (or a substitute as provided in 1 above); and two (2) years of work experience in corrections, social service and/or administration.

3. The direct service staff shall have work, education, or volunteer experience in corrections or related fields and shall be selected on the basis of ability to perform assigned tasks.

4. Persons providing professional services shall have achieved recognition to practice in their respective professions, including but not limited to license, certificaton, or registration required under state laws (psychiatrists, psychologists, social workers, probation and parole officers, etc.).

J. Volunteers with training and supervision may be used to assist staff of the CCF. If volunters are used:

1. The Community Correctional Facility shall establish requirements for the selection of volunteers.

2. The Community Correctional Facility and the individual volunteer shall agree on the latter's job assignment. The volunteer's responsibility shall be clearly differentiated from other staff members.

3. If a volunteer is to be used in a capacity normally filled by a paid staff member he/she must meet the same qualifications as a paid staff member.

4. Responsibility for the volunteer program shall be assigned to a specific staff member.

K. All employees, including volunteers, providing direct service to residents shall be at least eighteen (18) years of age.

11 MCAR § 2.418 Admissions and placement policies.

A. Admissions policies. The CCF shall establish clearly defined and written admissions policies and procedures, which will state the age range, sex and characteristics of acceptable clients. Admission policies shall be available to be disseminated to all referral sources and the Commissioner.

B. Admission form. The CCF and/or agent making the referral shall complete an initial admission information form on each client to be admitted into residency which, unless prohibited by local ordinance, includes at a minimum:

1. Name;
2. Address;
3. Date and place of birth;
4. Sex;
5. Reason for referral;
6. Whom to notify in case of emergency;
7. Date information gathered;
8. Signature of both interviewee and interviewer gathering information;
9. Name of referring agency of committing authority;
10. Special medical problems or needs;
11. Legal status, including jurisdiction, length and conditions of placement;
12. Financial arrangements for medical care;
13. Financial arrangements for care.

C. Medical examination. A CCF shall not keep residents in care unless they have had a medical examination ninety (90) days prior to or thirty (30) days after admission to ascertain the existence of any physical disability or communicable disease.

D. Orientation. At the time of intake, the staff shall discuss program goals, services available, rules governing conduct, program rules, and possible disciplinary actions with the participants; this shall be documented.

E. Progress reports. Each resident's progress shall be continuously reviewed in relation to his/her service plan and a written record of review shall be maintained.

F. Completion of or termination from program. The prospective resident shall be informed at the time of intake what expectations there are for completion of and/or successful termination from the program of the CCF.

11 MCAR § 2.420 Program.

A. Project staff and resident shall develop and agree upon a written treatment plan that specifies:

1. The identified needs of the resident;

2. The expected goals and objectives of the individualized plan to be used;

3. The participation of the resident, staff, support services and community resources in the attainment of these goals and objectives;

4. Counseling shall be offered to help the resident with problems that affect his/her ability to have satisfying personal relationships, to realize the capacity for growth, to help the person cope with the crisis of living in a restrictive environment, and to help persons to return to normal living in the community.

B. The agency shall have written policy and procedures which provide increasing opportunities and privileges for resident involvement with family and in community affairs prior to final release.

C. Involvement in the community.

1. To ensure that resident accessibility to community resources is maximized and existing services are not duplicated the facility administrator shall develop, and if appropriate, maintain participation or support services consistent with project's mission statement and service delivery plan.

2. The CCF shall use community resources where appropriate to provide residents with the following services, including, but not limited to:

a. Assisting residents in learning to use leisure time constructively;

b. Assisting residents in finding suitable employment;

c. Assisting residents in locating financial assistance through community resources;

d. Assisting residents in education and vocational training programs;

e. Assisting residents with services to become self-sufficient, including, but not limited to, assistance in obtaining housing, transportation, medical, dental services or money management.

D. Work assignments and work program.

1. Required work assignments should be appropriate to residents' ages and ability and residents shall not be required to perform work which is inappropriate for them for physical reasons. Reasonable

criteria for safety measures shall be established when work could be deemed hazardous.

2. Residents shall not be required to perform duties such as: personal duties for staff or replacing employed staff without pay.

3. Staff members shall check and inform residents of applicable minimum wage law, health and safety laws, social security, labor union fees and requirements, etc.

4. Program shall have a written policy with respect to periodic checks of residents at their place of employment.

5. Staff shall not enter into business arrangements or financial transactions with residents.

E. House rules.

1. There shall be clearly defined policies and procedures allowing the resident input into:

a. The development of house rules;

b. The decision making process.

2. The program shall establish a method whereby residents and staff:

a. Review group, resident or community problems;

b. Review old rules, new rules, or changes in rules, plans and procedures in the CCF.

3. There shall be a written grievance procedure made available to each resident which outlines rules of the facility, residents' rights, and order of the grievance procedure.

F. Religion. Each resident has the right to freedom of religious affiliation and voluntary religious worship, providing that the exercise of these rights does not directly interfere with the reasonable security and discipline of the facility.

11 MCAR § 2.424 Nutrition and food.

A. When the CCF provides or contracts for food service, the service shall comply with and meet all sanitation and health codes as promulgated by state or local authorities.

B. Dietary Service. The food and nutritional needs of residents shall be met in accordance with their needs and shall meet the dietary allowances as stated in the Recommended Dietary Allowances, Food and Nutrition Board, National Research Council, National Academy of Sciences, 8th Edition, 1974. Providing each resident the specific serving per day from each of the following four food groups will satisfy this requirement.

(1) Meat or Protein Group.

Two or more servings per day.
A serving within this group is defined as:

2-3	ounces cooked, lean, edible meat
2	medium eggs
4	tablespoons peanut butter
1	cup dry beans

(2) Milk Group.

Two servings per day.
A serving is defined as:

1	cup of milk
1	ounce of cheese
1/2	cup cottage cheese

(3) Cereal and Bread Group.

Four or more servings per day
A serving is defined as:

1/2 to 1	slice of bread
1/2 to 3/4	cup cereal
1/2 to 3/4	cup of rice
1/2 to 3/4	cup of pasta

(4) Fruit and Vegetable Group.

Four or more servings per day
A serving is defined as:

1/2	cup potatoes
1/2	cup cooked vegetables
4	pieces raw vegetables
1/2	cup fruit
1	cup juice (citrus, etc.)

C. A minimum of three (3) meals a day shall be available for residents unless an agreement states otherwise.

11 MCAR § 2.428 Special procedures.

A. Discipline and disciplinary action. Discipline should be considered as training to assist residents in the development of self-control, character, and orderly conduct. Informal resolution of conflicts should be considered prior to taking formal disciplinary action. Should disciplinary action be necessary the following rules shall be observed:

1. The CCF shall have written policies which shall be available to the residents, and to staff regarding methods used for control and discipline.

2. All disciplinary action shall be the responsibility of staff members and shall not be delegated to other residents or persons outside of the program unless special skills are needed to handle the situation.

3. Residents shall not be denied food, mail, or sleep as punishment.

4. Corporal punishment shall not be used.

5. Physical force shall be used only in instances of justifiable self-protection, protection of others, and prevention of property damage, and only to the degree necessary and in accordance with appropriate statutory authority; such action shall be documented and placed on file.

B. Room restriction, facility restriction and privilege suspension.

1. Written policy and procedures shall ensure that room restriction does not exceed eight (8) hours and is used only under the following conditions: the resident is dangerous to himself/herself or others; and/or there is strong evidence to indicate he/she is about to abscond.

2. Written policy and procedures shall ensure that prior to room restriction the resident has the reasons for the restriction explained to him/her, and has an opportunity to explain the behavior leading to the restriction.

3. During room restriction staff contact shall be made with the resident at least hourly to ensure the well being of the resident; the resident shall assist in the determination of the end of the restriction period.

4. Written policy and procedures shall ensure that prior to privilege suspension the resident has the reasons for the suspension explained to him/her, and has an opportunity to explain the behavior leading to the suspension.

5. Written policy and procedures shall ensure that prior to facility restriction (grounding) for up to forty-eight (48) hours, the resident has the reasons for the restriction explained to him/her, and has an opportunity to explain the behavior leading to the restriction.

6. Written policy and procedures shall ensure that prior to facility restriction for more than forty-eight (48) hours there is an administrative hearing by a person or panel of staff who are not directly involved in the incident leading to the restriction.

7. All instances of room restriction, privilege suspension and facility restriction shall be logged, dated and signed by staff implementing the discipline procedure; the log shall be reviewed by supervisory staff at least daily.

8. Where extended confinement is necessary, a detention facility (with which previous arrangements have been made) shall be used.

C. Security procedures. Written policies regarding security measures are necessary and shall include:

1. A written plan shall allow staff to monitor movement into and out of the facility, under circumstances specified in the plan.

2. The staff shall maintain a system of accounting for the whereabouts of its residents at all times.

3. The CCF shall have written procedures for the detection and reporting of absconders.

4. The CCF shall notify appropriate probation officers, parole officers and/or other relevant officials as soon as it has been determined that a resident has run away or is missing.

5. Any general security restrictions must allow for individual protection, as well as protection for others, and must be part of the written program policy.

6. Written policy and procedures prohibit weapons of any kind from being brought into or kept on the program grounds.

7. A key inventory system shall be enforced that helps provide staff and resident safety and privacy needs, and assists in protecting and preserving personal property.

D. Personal possessions.

1. Each resident shall be allowed to bring appropriate personal possessions to the CCF and shall be allowed to acquire possessions of his/her own to the extent the facility is able to accommodate secure storage of them.

2. The CCF shall have written definitions of what will be considered contraband.

3. Information shall be made available to the residents, family members and friends concerning what personal possessions and kinds of gifts are prohibited.

E. Relative to public reports, statements, or appearances.

1. Residents shall not be required to make public statements acknowledging their gratitude to the program and shall not be required to perform or appear at public gatherings.

2. The CCF shall not use reports or pictures from which residents can be identified without written consent from the resident.

a. The signed consent form shall be on file at the CCF before any reports or pictures from which residents can be identified are used.

b. The signed consent form shall indicate on how many occasions the information shall be used.

F. Searches. In compliance with applicable laws, the CCF shall maintain and make public, written policies and procedures for conducting searches of residents, their belongings, and all areas of the facility to control contraband and locate missing or stolen property.

11 MCAR § 2.432 Physical facility.

A. The facility shall comply with all applicable codes, ordinances and licensing regulations of the state and/or local jurisdiction in which the facility is located. These shall include, but not be limited to: zoning codes; building codes; housing codes; health and fire codes.

1. It is the responsibility of the facility administrator to request necessary inspections and to substantially comply with any resulting recommendations noted in the inspection reports.

2. Written documentation that all building and zoning codes, fire, health and safety rules are met shall be on file at the CCF and/or conspicuously posted in the facility.

B. Written policy and procedures shall specify the facility's fire prevention regulations and practices to ensure the safety of staff, residents and visitors. These shall include, but not be limited to:

1. Provision for an adequate fire protection service;

2. A system of fire inspection and testing of equipment determined by the local fire official;

3. Smoke detectors;

4. Fire drills and extinguishers.

C. There shall be written plans and procedures for meeting potential disasters and emergencies, such as fire, severe weather or other emergencies. All staff shall be familiar with the procedures for meeting potential disaster.

D. Building. Building and grounds shall be maintained, repaired and cleaned so that they are not hazardous to the health and safety of residents and staff.

1. New or renovated buildings. Building plans and specifications for new construction, conversion of existing buildings, and any structural modifications or additions to existing licensed buildings shall be suitably aligned with the purpose of the Adult Halfway House and shall be submitted to the following authorities for approval:

a. Office of the State Fire Marshal;

b. Local zoning and/or building departments;

c. Local health department;

d. The Commissioner.

2. Heating equipment shall be in good condition, vented, and shall be capable of maintaining consistent uniform temperatures as well as eliminating drafts. A comfortable temperature range shall be maintained in all rooms occupied by residents.

3. Bedrooms.

a. Single bedrooms shall provide at least seventy (70) square feet of useable floor space with a side dimension of not less than seven (7) feet for ambulatory residents. For non-ambulatory residents, the requirements are one hundred (100) square feet of useable floor area with a side dimension of not less than nine (9) feet.

b. Multi-bed bedrooms shall provide at least sixty (60) square feet per person of useable floor space with at least three (3) feet between beds placed side by side, and at least one (1) foot between beds placed end to end for ambulatory residents. For non-ambulatory/non-mobile residents, the multi-bed bedrooms shall provide at least eighty (80) square feet of useable floor area. Multi-bed bedrooms for active, non-ambulatory, mobile residents shall be at least one hundred (100) square feet per resident. Mobility space at the end and one side of each bed shall be not less than four (4) feet per resident.

c. Bedrooms for non-ambulatory mobile residents shall have adequate accessible space for storage of wheel chairs and other prosthetic or adaptive equipment for daily out of bed activity or acceptable similar storage space shall be provided outside the bedroom readily and handily accessible to the resident.

d. In new or remodeled buildings, bedrooms shall accommodate no more than four (4) residents.

4. Each resident shall be provided, at a minimum: bed; mattress; supply of bed linen and towels; chair; adequate lighting; and closet/locker space.

5. Separate bedrooms.

a. Male and female residents shall not occupy the same bedrooms.

b. Youths and adults shall not share bedrooms except in approved circumstances by the facility administrator.

6. Counseling space and visiting room.

a. Private counseling space shall be provided in the facility.

b. Space shall be provided to accommodate group meetings.

c. A visiting area shall be provided where residents may receive and talk with visitors privately.

7. Every facility shall be equipped with adequate and conveniently located toilet rooms for its employees and residents. Washbasins and toilets shall be provided in the ratio of at least one (1) toilet to every ten (10) residents and at least one (1) washbasin for every six (6) residents. At least one (1) bath or shower shall be available for every eight (8) residents.

8. Laundry facility. The facility shall have one (1) washer and one (1) dryer for every twenty (20) residents, or equivalent laundry capacity available in the immediate vicinity of the facility.

E. Transportation.

1. Written policy and procedures shall govern the use and maintenance of facility and resident motor vehicles.

2. Transportation shall be available for use in emergencies.

F. Environment. The governing body shall designate who is permitted to live in the facility.

1. A CCF shall not have roomers or boarders in the facility without special permission from the facility administrator.

2. The CCF shall keep the Commissioner notified as to the presence of all persons living in a CCF other than staff and residents.

3. Staff may live in the CCF as appropriate and with approval of the facility administrator.

4. A CCF shall not concurrently hold a license for family day care, or group day care without prior approval by the Commissioner.

11 MCAR § 2.436 Health care and medical services.

A. The facility administrator shall ensure written policies and procedures for use by staff in all medical, dental, and psychological difficulties.

B. Medical coverage shall be determined for each resident upon admission to the program.

C. Written policies and procedures shall clarify for the staff what medical care may be given by them without specific orders from a licensed medical doctor. The staff shall be instructed as to how to obtain further medical care and how to handle emergency cases.

D. The program health care plan shall adhere to State and Federal laws and rules regarding distribution of medications. The plan shall stipulate that medications be administered only as instructed by a licensed physician.

E. The facility administrator shall establish policies and procedures for reviewing the use, as well as the storage and dissursement of prescription drugs.

F. Written policy shall prohibit participation in medical or pharmaceutical testing for experimental or research purposes.

G. One staff member on each shift of the residential program shall be trained in emergency first aid procedures.

H. The CCF shall maintain working relations with community health care agencies in order to assist residents in meeting their health needs.

I. The CCF shall have first aid equipment, which meets American Red Cross standards available at all times for medical emergencies.

11 MCAR § 2.440 Records and evaluation.

A. Residents.

1. The CCF shall maintain accurate and complete case records, reports and statistics necessary for the conduct of its program. Appropriate safeguards shall be established to protect the confidentiality of the records, and minimize the possibility of theft, loss or destruction.

2. Form and content of case records.

a. In addition to the data required in the intake study, the resident's record shall include consent for necessary dental, medical and surgical treatment, and hospitalization.

b. The CCF shall keep records or have access to ongoing medical information, when available, which shall include:

(1) Dental examinations;

(2) Reports of any illness or injury and treatment given;

(3) Psychological examinations and treatment given, if any;

(4) Use of drugs;

(5) Routine physical examinations and other medical contacts.

c. The record shall include a summary of the resident's progress. These reports shall be recorded regularly and shall include the following:

(1) Reports of significant incidents, both positive and negative, and changes in family situation;

(2) Future planning;

(3) Summary of resident's development;

(4) Grievance and disciplinary actions, if any.

d. All correspondence relevant to the resident shall be kept in the record.

e. Each record shall have a face sheet bearing factual data and identifying information. The face sheet shall include the following:

(1) Name;

(2) Date and place of birth;

(3) Sex;

(4) Religion;

(5) Race;

(6) Names and addresses of person(s) to be contacted in event of emergency;

(7) Date of admission;

(8) Insurance policy numbers, medical number (if any);

(9) Name of probation officer, parole officer, or welfare worker;

(10) Date of termination;

(11) Special medical problems or needs;

(12) Financial arrangements for medical care;

(13) Legal status, including jurisdiction, length and conditions of placement;

(14) Financial arrangements for care.

3. All dissemination on data on residents will be in accord with the Minnesota Government Data Practices Act. All information is public, unless otherwise classifed by state statute, federal law, or emergency or temporary classification

4. The content of the resident's record and data collected by the CCF shall be shared with individuals or agencies directly involved in the resident's treatment plan. When such information is provided, residents shall be informed. All dissemination of residents' records and information shall be governed by Minn. Stat. § 15.162, subds. 3., 5., and 5.a., and any other applicable state or federal law.

5. Except in situations covered by aforementioned part 3, the CCF shall provide that a Release of Information Consent Form shall be signed by the resident immediately before each release of information concerning the resident is completed, and a copy of the consent form shall be maintained in the resident's record.

6. The CCF shall have a written policy which conforms at a minimum to applicable federal law, that relates to the Release of Information Consent Form, which includes:

a. Name of person, agency or organization requesting information;

b. Name of person, agency or organization releasing information;

c. The specific information to be disclosed;

d. The purpose or need for the information;

e. Date consent form is signed;

f. Signature of the resident;

g. Signature of an individual witnessing resident signature.

7. The CCF shall have a written policy which specifies the length of time a case record must be maintained.

8. Residents shall have access to their files as permitted by law.

B. Personnel records.

1. The CCF shall maintain an accurate personnel record on each employeee which shall include, at minimum:

a. Initial application;

b. Reference letters;

c. Appropriate results of employment investigation;

d. Training and experience verification;

e. Wage and salary information;

f. Job performance evaluation completed at least annually;

g. Training programs which the employee participated in after employment began;

h. Documentation of sick leave, leave of absence and vacation;

i. Grievance and disciplinary actions, if any;

j. Health and medical reports;

k. Dates of employment and termination with reason for termination.

2. Employees shall have access to their personnel files.

C. Facility records. The board shall maintain records of its activities, including the minutes of board meetings, financial data and statistical information.

D. Evaluation.

1. The CCF shall have an organized system of information collection, retrieval and review to document their program.

2. Written policy and procedures shall govern voluntary participation in non-medical and non-pharmaceutical research programs.

APPROVED AS TO FORM AND LEGALITY

Nov. 17 19 80

WARREN SPANNAUS, ATTORNEY GENERAL

BY H Theodore Arnold

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 18 1980
Joan Anderson Growe
Secretary of State
3:30 PM

STATEMENT OF NEED AND REASONABLENESS

FOR

AMENDMENTS TO ADULT HALFWAY HOUSE RULES

rationale: The attached amendments are needed to bring 11 MCAR § 2.401 through § 2.440 into conformity with Laws of 1980.

evidence: Laws of 1980, Chapter 417, Sections 1 through 4.

STATE OF MINNESOTA

DEPARTMENT OF CORRECTIONS

IN THE MATTER OF THE PROPOSED ADOPTION OF AMENDMENTS TO THE MINNESOTA DEPARTMENT OF CORRECTIONS RULE GOVERNING ADULT HALFWAY HOUSES.

NOTICE OF INTENT TO ADOPT AMENDMENTS WITHOUT PUBLIC HEARING

The above captioned rules are amendments to existing rules of the Department of Corrections.

These amendments are needed to bring MCAR § 2.401 through MCAR § 2.440 into conformity with Laws of 1980, Chapter 417, Sections 1 through 4.

All parties are advised that they have 30 days in which to submit comment on the proposed amendments. No public hearing will be held unless seven or more persons make a written request for a hearing within the 30-day comment period. Persons objecting to the lack of a public hearing may submit data and their views on the proposed amendment in writing to the Department of Corrections until October 31, 1980. The rule may be modified if modifications are supported by the data and views.

Commissioner of Corrections

Date September 9, 1980

STATE REGISTER

STATE OF MINNESOTA



VOLUME 5, NUMBER 13

September 29, 1980

Pages 479-578

STATE REGISTER

Printing Schedule for Agencies

Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
	SCHEDULE FOR VOLUME 5		
14	Monday Sept 22	Monday Sept 29	Monday Oct 6
15	Monday Sept 29	Monday Oct 6	Monday Oct 13
16	Monday Oct 6	Monday Oct 13	Monday Oct 20
17	Monday Oct 13	Monday Oct 20	Monday Oct 27

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of Public Hearings on proposed rules are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the Office of the State Register, Suite 415, Hamm Building, 408 St. Peter Street, St. Paul, Minnesota 55102.

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Department of Administration

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NOTICE

How to Follow State Agency Rulemaking Action in the *State Register*

State agencies must publish notice of their rulemaking action in the *State Register*. If an agency seeks outside opinion before promulgating new rules or rule amendments, it must publish a **NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION.** Such notices are published in the **OFFICIAL NOTICES** section. Proposed rules and adopted rules are published in separate sections of the magazine.

The PROPOSED RULES section contains:

- Proposed new rules (including Notice of Hearing).
- Proposed amendments to rules already in existence in the Minnesota Code of Agency Rules (MCAR).
- Proposed temporary rules.

The ADOPTED RULES section contains:

- Notice of adoption of new rules and rule amendments (those which were adopted without change from the proposed version previously published).
- Adopted amendments to new rules or rule amendments (changes made since the proposed version was published).
- Notice of adoption of temporary rules.
- Adopted amendments to temporary rules (changes made since the proposed version was published).

All ADOPTED RULES and ADOPTED AMENDMENTS TO EXISTING RULES published in the *State Register* will be published in the Minnesota Code of Agency Rules (MCAR). Proposed and adopted TEMPORARY RULES appear in the *State Register* but are not published in the MCAR due to the short-term nature of their legal effectiveness.

The *State Register* publishes partial and cumulative listings of rule action in the MCAR AMENDMENTS AND ADDITIONS list on the following schedule:

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Issues 14-25, inclusive
Issue 26, cumulative for 1-26
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PROPOSED RULES

Pursuant to Minn. Stat. § 15.0412, subd. 4, agencies must hold public hearings on proposed new rules and/or proposed amendment of existing rules. Notice of intent to hold a hearing must be published in the *State Register* at least 30 days prior to the date set for the hearing, along with the full text of the proposed new rule or amendment. The agency shall make at least one free copy of a proposed rule available to any person requesting it.

Pursuant to Minn. Stat. § 15.0412, subd. 5, when a statute, federal law or court order to adopt, suspend or repeal a rule does not allow time for the usual rulemaking process, temporary rules may be proposed. Proposed temporary rules are published in the *State Register*, and for at least 20 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Public Hearings on Agency Rules
October 6-11, 1980

Date	Agency and Rule Matter	Time & Place
Oct. 8	Corrections Department Secure Juvenile Detention Facility Hearing Examiner: Peter Erickson	9:00 a.m., State Office Bldg., 435 Park St., Room 57 St. Paul, MN
Oct. 9	Metropolitan Waste Control Commission Waste Discharge Rules for the Metropolitan Disposal System Hearing Examiner: Phyllis Reha	9:30 a.m., Southdale-Hennepin Area Library Community Rm., 7001 York Ave. So., Edina, MN

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Department of Corrections

Proposed Rules Governing Adult Halfway Houses

Notice of Intent to Adopt Amendments without A Public Hearing

The above-captioned rules are amendments to existing rules of the Department of Corrections.

These amendments are needed to bring 11 MCAR §§ 2.401 to 2.440 into conformity with Laws of 1980, ch. 417, §§ 1 through 4.

All parties are advised that they have 30 days in which to submit comment on the proposed amendments. No public hearing will be held unless seven or more persons make a written request for a hearing within the 30-day comment period. Persons objecting to the lack of a public hearing may submit data and their views on the proposed amendment in writing to the Department of Corrections until October 31, 1980. The rule may be modified if modifications are supported by the data and views.

September 9, 1980

Jack G. Young
Commissioner of Corrections

Amendments as Proposed

11 MCAR § 2.402 F.1. "Provisional license" is: 1) a certificate that will be issued for a maximum six (6) month period prior to granting a license; and 2) shall be issued for another six (6) month period if the applicant is temporarily unable to substantially comply with the requirements of these rules.

11 MCAR § 2.402 F.4. "Suspension of license" means that the operator is not authorized to provide services for a specified period of time, or until the facility is found to be in substantial compliance with licensing requirements.

11 MCAR § 2.403 E.1. A provisional license will be: 1) issued for a maximum six (6) month period prior to issuance of a license; and 2) shall be issued for another maximum six (6) month period if the facility is not yet in substantial compliance with these rules, and if evidence of progress is demonstrated. Applications for renewed provisional licenses shall be filed thirty (30) days prior to expiration date. The provisional license shall not be renewed so as to exceed one (1) year.

11 MCAR § 2.403 E.3. If, at the end of the six (6) month provisional period, the facility is in substantial compliance with these rules a full license will be issued.

11 MCAR § 2.403 G. Revocation, suspension, provision and denial of license. A license may be revoked, suspended, denied or made provisional by the commissioner if the facility does not maintain substantial compliance with minimum standards, or the facility may be denied a license on the basis of a poor operating history in this or any state. The operator shall be given written notice of the action and shall be given thirty (30) days to substantially comply with minimum standards before action is taken. Failure, inability or refusal to substantially comply with licensing procedures shall be cause for denial, non-renewal, revocation, or suspension of the license.

11 MCAR § 2.403 I.2. The community correctional facility is otherwise in substantial compliance with said standards and their general purpose and intent;

11 MCAR § 2.403 I.3. The community correctional facility substantially complies with such specific condition(s) as the commissioner may deem necessary for the protection of health, safety, and welfare of the residents.

11 MCAR § 2.403 M. When a CCF license has been revoked or not renewed because of non-substantial compliance with applicable laws or rules, it shall not be granted a new license for a period of one (1) year following the revocation, denial or non-renewal.

11 MCAR § 2.432 A.1. It is the responsibility of the facility administrator to request necessary inspections and to substantially comply with any resulting recommendations noted in the inspection reports.

Department of Public Welfare
Merit System

Proposed Amendments to Rules of the Minnesota Merit System

Notice of Intent to Adopt Rules without A Public Hearing

Notice is hereby given that the Department of Public Welfare is proposing to adopt amendments to the enclosed Minnesota Merit System Rules.

All persons have 30 days from the date of this notice in which to submit comments on the proposed rules. All written comments will be reviewed by the Department of Public Welfare and, if no hearing is required, the Office of the Attorney General, Administrative Division. The rules may be modified based upon the data and views submitted.

Any person may also, within the 30 day period, make a written request for a public hearing on any of the rules. The written request should be specific as to which rule(s) a hearing is desired on. If seven or more persons make a written request for a hearing on any of the rules, a public hearing will be held according to the provisions of Minn. Stat. § 15.0412.

Persons desiring to make written comments on any of the Merit System rules or desiring to make a written request for a public hearing on any of the Merit System rules should address their correspondence to:

Ralph Corey
Minnesota Merit System
Department of Public Welfare
Centennial Building
St Paul, MN 55155
(612) 296-3996

Notice is hereby given that a Statement of Need and Reasonableness is now available for review at the Department of Public Welfare. This Statement of Need and Reasonableness includes rationale justifying both the need for and the reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be obtained from Ralph Corey, Department of Public Welfare.

If you have questions on the content of any of the rules, please call Ralph Corey at 612/296-3996.

Persons desiring to be notified when the proposed rule, this Notice and rule(s) proposed to be adopted, the Statement of Need and Reasonableness and copies of the public comments are submitted to the Attorney General, Administrative Division, may either call or write Ralph Corey. The Attorney General shall approve or disapprove the rule as to form and legality and determine whether a substantial change has been made on the rule(s) to be adopted.

The department's authority to adopt the proposed rules is contained in Minn. Stat. § 256.012, 1980 Laws of Minnesota, ch. 614, § 129.

Below are some of the highlights and background to the proposed rule amendments:

Proposed revisions to 12 MCAR § 2.840 amend the Merit System Compensation Plan for classifications of positions in county welfare and human service agencies under the Minnesota Merit System. (Agencies having a negotiated contract with an exclusive representative providing for different salaries are not covered by 12 MCAR § 2.480.) A proposed revision to the 1980 Compensation Plan establishes salaries for a new class Child Health Aide listed elsewhere in this notice. A new Compensation Plan is proposed for 1981 based upon the provisions of 12 MCAR § 2.494 D.7. It is recommended that all minimum, maximum and intervening rates of pay for all classifications in all Professional, Support, Clerical and Maintenance and Trades compensation plans be adjusted upward by 8% in accordance with the cost-of-living formula contained in 12 MCAR § 2.494 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a biweekly or four-week payroll period.

Proposed revisions to 12 MCAR § 2.516 B.2. recommend a general salary adjustment of 8% for all employees on the Professional, Support, Clerical and Maintenance and Trades salary schedules, again in accordance with the provisions of 12 MCAR § 2.494 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a biweekly or four-week payroll period.

Proposed revisions to 12 MCAR § 2.504 B.7.a. amend the rule on holidays by eliminating Christopher Columbus Day as a mandatory holiday and allowing appointing authorities the option of designating Christopher Columbus Day or the Friday after Thanksgiving or both days as holidays. The basis for this revision is a 1979 amendment to Minn. Stat. § 645.44, subd. 5 (1978), relating to holidays.

A proposed rule creating a new classification is 12 MCAR § 2.706 for Child Health Aide and is in response to a need expressed for such a class by the Faribault, Martin and Watonwan Human Services agency. A proposed revision to 12 MCAR § 2.650 for Sanitarian I updates the minimum qualifications for the class and is proposed in response to a request from the Olmsted County Public Health agency. A final proposed revision abolishes 12 MCAR § 2.544 for Director of Assessment Systems which is a classification no longer used by any public welfare Merit System agencies.

The department estimates that annual cost to local public bodies in the state to adjust employee salaries to the proposed new minimum salaries for all classifications for the two years immediately following the adoption of these rules will be $97,628.

September 12, 1980

Arthur E. Noot
Commissioner of Public Welfare

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

12 MCAR § 2.840 Compensation Plan (Public Welfare) - 1980

B. Support Personnel
1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	745	779	815	853	891	930	974	1018	
Accounting Officer I	930	974	1018	1064	1114	1164	1218	1273	1328
Accounting Officer II	1018	1064	1114	1164	1218	1273	1328	1389	1454
Accounting Officer III	1138	1189	1244	1300	1357	1419	1487	1556	1624
Adult Day Care Center Prog. Coord.	760	796	834	872	911	951	995	1039	1088
Asst. Residential Facility Opr.(s)	610	635	666	697	728	760	796	834	
Case Aide	760	796	834	872	911	951	995	1039	1088
Chemical Dependency Counselor	974	1018	1064	1114	1164	1218	1273		
Child Health Aide	666	697	728	760	796	834	972	911	
Child Support Officer I	930	974	1018	1064	1114	1164	1218	1273	1328
Child Support Officer II	1039	1088	1138	1189	1244	1300	1357	1419	

B. Support Personnel
2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	779	815	853	891	930	974	1018	1064	
Accounting Officer I	930	974	1018	1064	1114	1164	1218	1273	1328
Accounting Officer II	1018	1064	1114	1164	1218	1273	1328	1389	1454
Accounting Officer III	1138	1189	1244	1300	1357	1419	1487	1556	1624
Adult Day Care Center Prog. Coord.	796	834	872	911	951	995	1039	1088	1138
Asst. Residential Facility Opr.(s)	635	666	697	728	760	796	834	872	
Case Aide	796	834	872	911	951	995	1039	1088	1138
Chemical Dependency Counselor	1018	1064	1114	1164	1218	1273	1328		
Child Health Aide	697	728	760	796	834	872	911	951	
Child Support Officer I	974	1018	1064	1114	1164	1218	1273	1328	1389
Child Support Officer II	1088	1138	1189	1244	1300	1357	1419	1487	

B. Support Personnel
3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	815	853	891	930	974	1018	1064	1114	
Accounting Officer I	930	974	1018	1064	1114	1164	1218	1273	1328
Accounting Officer II	1018	1064	1114	1164	1218	1273	1328	1389	1454
Accounting Officer III	1138	1189	1244	1300	1357	1419	1487	1556	1624
Adult Day Care Center Prog. Coord.	834	872	911	951	995	1039	1088	1138	1189
Asst. Residential Facility Opr.(s)	666	697	728	760	796	834	872	911	
Case Aide	834	872	911	951	995	1039	1088	1138	1189
Chemical Dependency Counselor	1064	1114	1164	1218	1273	1328	1389		
Child Health Aide	728	760	796	834	872	911	951	995	
Child Support Officer I	1018	1064	1114	1164	1218	1273	1328	1389	1454
Child Support Officer II	1138	1189	1244	1300	1357	1419	1487	1556	

12 MCAR § 2.840 Compensation Plan (Public Welfare) - ~~1980~~ 1981

A. Professional
1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Accountant II	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~
	1570	1645	1717	1795	1876	1960	2049	2144	2242	2344
Adm. Asst. I	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Adm. Asst. II	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Adm. Asst. III	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	
	1876	1960	2049	2144	2242	2344	2449	2565	2682	
Adm. Services Director	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2683	2804	
Adult Day Care Center Supvr.	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795

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Asst. Human Services Director	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Asst. Welfare Director	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	~~3086~~	~~3226~~	
	2449	2565	2682	2804	2927	3055	3188	3333	3484	
Assoc. M.-&-P. Analyst	~~1064~~	~~1114~~	~~1164~~	~~1218~~						
	1149	1203	1257	1315						
Auditor	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~
	1434	1500	1570	1645	1717	1795	1876	1960	2049	2144
Center Coordinator	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Chemical Dependency Coord.	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Collection Services Supvr. II	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~
	1404	1466	1533	1606	1680	1754	1835	1915	2003	2096
Community-Health Serv. Supvr.	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Community-Rela. Spec.	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Computer Programmer	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~			
	1149	1203	1257	1315	1375	1434	1500			
Day Care Center Supvr.	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	
	1466	1533	1606	1680	1754	1835	1915	2003	2096	
Dev. Achievement Center Dir.	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Dev. Achievement Center Teacher	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Dev. Disabilities Coord.	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Dietitian	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	
	1149	1203	1257	1315	1375	1434	1500	1570	1645	
~~Dir. of Assessment Systems~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~212?~~
Dir. of Business Mgmt. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~		
	1754	1835	1915	2003	2096	2191	2292	2393		
Dir. of Business Mgmt. II	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Financial Asst.	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Dir. of Planning	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	

Dir. of Pub. Hlth. Nurs. I	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Dir. of Soc. Serv.	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Dir. of Support Services	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Education Supervisor	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	
Emp. Guid. Couns. I	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	
	1099	1149	1203	1257	1315	1375	1434	1500	1570	
Emp. Guid. Couns. II	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	
	1149	1203	1257	1315	1375	1434	1500	1570	1645	
Emp. Guid. Couns. III	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	
Family Serv. Coord. II	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1257	1315	1375	1434	1500	1570	1645	1717		
Finan. Asst. Supvr. III	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Finan. Asst. Supvr. IV	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Home Care Coordinator	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1257	1315	1375	1434	1500	1570	1645	1717		
Homemaker Supervisor	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	
Human Services Dir. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Human Services Dir. II	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Human Services Dir. III	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	
	2242	2344	2449	2565	2682	2804	2927	3055	3188	
Human Services Supvr. I	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Marriage Counselor	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Med.-Care Advisor	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	

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Med.-Serv. Adm.	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~		
	1960	2049	2144	2242	2344	2449	2565	2682		
Mental Health Worker	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Meth.-&-Proc. Analyst	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	
	1344	1404	1466	1533	1606	1680	1754	1835	1915	
Meth.-&-Proc. Supvr.	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Nursing Care Advisor	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	
Nutrition Proj. Asst. Dir.	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Nutrition Proj. Dir.	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Occupa. Supvr.-Inst. I	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1052	1099	1149	1203	1257	1315	1375	1434	1500	157(
Occupa.-Supvr. Inst. II	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	179[illegible]
Office Manager	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	
	1099	1149	1203	1257	1315	1375	1434	1500	1570	
Personnel Officer	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Personnel Director	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Physical Therapist	~~1039~~	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~		
	1122	1175	1229	1284	1344	1404	1466	1533		
Planner (Human Services)	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	
Policy/Program Analyst	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Programmer Analyst	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~		
	1375	1434	1500	1570	1645	1717	1795	1876		
Psychologist I	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Psychologist II	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Psychologist III	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~		
	1835	1915	2003	2096	2191	2292	2393	2507		

Psychologist IV	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~	~~2539~~		
	2003	2096	2191	2292	2393	2507	2621	2742		
Public Health Educator I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~		
	1149	1203	1257	1315	1375	1434	1500	1570		
Public Health Educator II	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~		
	1434	1500	1570	1645	1717	1795	1876	1960		
Public Health Nurse	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~			
	1203	1257	1315	1375	1434	1500	1570			
Pub. Hlth. Nurse (Team Leader)	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~			
	1257	1315	1375	1434	1500	1570	1645			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~				
	1099	1149	1203	1257	1315	1375				
Sanitarian I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~					
	1149	1203	1257	1315	1375					
Sanitarian II	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1257	1315	1375	1434	1500	1570	1645	1717		
Sr. Pub. Health Nurse	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~			
	1315	1375	1434	1500	1570	1645	1717			
Social Worker I	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Social Worker II	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Social Worker III	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1966
Social Worker Trainee	~~930~~									
	1004									
Soc. Serv. Supvr. I	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Soc. Serv. Supvr. II	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Soc. Welf. Supvr. III	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	
	1876	1960	2049	2144	2242	2344	2449	2565	2682	
Soc. Welf. Supvr. Trainee	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~				
	1404	1466	1533	1606	1680	1754				

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Staff. Trng. Supvr. I	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Staff Trng. Supvr. II	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	
	1645	1717	1795	1876	1960	2049	2144	2242	2344	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~		
	1570	1645	1717	1795	1876	1960	2049	2144		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Vol.-Serv. Coord. II	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	
Welfare Director I	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Welfare Director II	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Welfare Director III	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Welfare Director IV	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	
	2242	2344	2449	2565	2682	2804	2927	3055	3188	
Welfare Director V	~~2829~~	~~2952~~	~~3086~~	~~3226~~	~~3371~~	~~3522~~	~~3688~~	~~3846~~	~~4111~~	
	3055	3188	3333	3484	3641	3804	3983	4154	4440	
Work-Exp. & Trng. Spec.	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

A. Professional
2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Accountant II	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~
	1570	1645	1717	1795	1876	1960	2049	2144	2242	2344

Adm. Asst. I	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Adm. Asst. II	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
	1680	1754	1835	1915	2003	2096	2191	2292	2393	2507
Adm. Asst. III	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Adm. Services Director	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Adult Day Care Center Supvr.	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~
	1257	1315	1375	1434	1500	1570	1645	1717	1795	1876
Asst. Human Services Director	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Asst. Welfare Director	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	~~3086~~	~~3226~~	
	2449	2565	2682	2804	2927	3055	3188	3333	3484	
Assoc. M.-&-P. Analyst	~~1114~~	~~1164~~	~~1218~~	~~1273~~						
	1203	1257	1315	1375						
Auditor	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~
	1500	1570	1645	1717	1795	1876	1960	2049	2144	2242
Center Coordinator	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1375	1434	1500	1570	1645	1717	1795	1876	1960	2049
Chemical Dependency Coord.	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1375	1434	1500	1570	1645	1717	1795	1876	1960	2049
Collection Services Supvr. II	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~
	1466	1533	1606	1680	1754	1835	1915	2003	2096	2191
Community-Health Serv. Supvr.	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Community-Rela. Spec.	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Computer Programmer	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~			
	1203	1257	1315	1375	1434	1500	1570			
Day Care Center Supvr.	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	
	1533	1606	1680	1754	1835	1915	2003	2096	2191	
Dev. Achievement Center Dir.	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~
	1257	1315	1375	1434	1500	1570	1645	1717	1795	1876
Dev. Achievement Center Teacher	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1149	1203	1257	1315	1375	1434	1500	1570	1645	1717

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Dev. Disabilities Coord.	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~
	1257	1315	1375	1434	1500	1570	1645	1717	1795	1876
Dietitian	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	
~~Dir. of Assessment Systems~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
Dir. of Business Mgmt. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~		
	1754	1835	1915	2003	2096	2191	2292	2393		
Dir. of Business Mgmt. II	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Financial Asst.	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Dir. of Planning	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Dir. of Pub. Hlth. Nurs. I	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Dir. of Soc. Serv.	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Dir. of Support Services	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Education Supervisor	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Emp. Guid. Couns. I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	
	1149	1203	1257	1315	1375	1434	1500	1570	1645	
Emp. Guid. Couns. II	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	
Emp. Guid. Couns. III	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1257	1315	1375	1434	1500	1570	1645	1717	1795	
Family Serv. Coord. II	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~		
	1315	1375	1434	1500	1570	1645	1717	1795		
Finan. Asst. Supvr. III	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Finan. Asst. Supvr. IV	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
	1680	1754	1835	1915	2003	2096	2191	2292	2393	2507
Home Care Coordinator	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~		
	1315	1375	1434	1500	1570	1645	1717	1795		
Homemaker Supervisor	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Human Services Dir. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621

Human Services Dir. II	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Human Services Dir. III	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	
	2242	2344	2449	2565	2682	2804	2927	3055	3188	
Human Services Supvr. I	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Marriage Counselor	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Med.-Care Advisor	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1257	1315	1375	1434	1500	1570	1645	1717	1795	
Med.-Serv. Adm.	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~		
	2049	2144	2242	2344	2449	2565	2682	2804		
Mental Health Worker	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1375	1434	1500	1570	1645	1717	1795	1876	1960	
Meth.-&-Proc. Analyst	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	
	1404	1466	1533	1606	1680	1754	1835	1915	2003	
Meth.-&-Proc. Supvr.	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	
	1645	1717	1795	1876	1960	2049	2144	2242	2344	
Nursing Care Advisor	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1257	1315	1375	1434	1500	1570	1645	1717	1795	
Nutrition Proj. Asst. Dir.	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1149	1203	1257	1315	1375	1434	1500	1570	1645	1717
Nutrition Proj. Dir.	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~
	1533	1606	1680	1754	1835	1915	2003	2096	2191	2292
Occupa. Supvr.-Inst. I	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570	1645
Occupa.-Supvr. Inst. II	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~
	1257	1315	1375	1434	1500	1570	1645	1717	1795	1876
Office Manager	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	
	1149	1203	1257	1315	1375	1434	1500	1570	1645	
Personnel Officer	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1149	1203	1257	1315	1375	1434	1500	1570	1645	1717
Personnel Director	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Physical Therapist	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~		
	1175	1229	1284	1344	1404	1466	1533	1606		

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Planner (Human Services)	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	
Policy/Program Analyst	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393
Programmer Analyst	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960		
Psychologist I	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	
Psychologist II	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	
Psychologist III	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393	~~2321~~ 2507	~~2427~~ 2621		
Psychologist IV	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393	~~2321~~ 2507	~~2427~~ 2621	~~2539~~ 2742	~~2650~~ 2862		
Public Health Educator I	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645		
Public Health Educator II	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049		
Public Health Nurse	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645			
Pub. Hlth. Nurse (Team Leader)	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434				
Sanitarian I	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434					
Sanitarian II	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795		
Sr. Pub. Health Nurse	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795			
Social Worker I	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717
Social Worker II	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876
Social Worker III	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
Social Worker Trainee	~~930~~ 1004									
Soc. Serv. Supvr. I	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292

Soc. Serv. Supvr. II	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
	1680	1754	1835	1915	2003	2096	2191	2292	2393	2507
Soc. Welf. Supvr. III	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	
	1960	2049	2144	2242	2344	2449	2565	2682	2804	
Soc. Welf. Supvr. Trainee	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~				
	1466	1533	1606	1680	1754	1835				
Staff. Trng. Supvr. I	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Staff Trng. Supvr. II	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	
	1717	1795	1876	1960	2049	2144	2242	2344	2449	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~		
	1645	1717	1795	1876	1960	2049	2144	2242		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1149	1203	1257	1315	1375	1434	1500	1570	1645	1717
Vol.-Serv. Coord. II	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Welfare Director I	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Welfare Director II	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Welfare Director III	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Welfare Director IV	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	
	2242	2344	2449	2565	2682	2804	2927	3055	3188	
Welfare Director V	~~2829~~	~~2952~~	~~3086~~	~~3226~~	~~3371~~	~~3522~~	~~3688~~	~~3846~~	~~4111~~	
	3055	3188	3333	3484	3641	3804	3983	4154	4440	
Work-Exp. & Trng. Spec.	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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A. Professional
3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	
Accountant II	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344
Adm. Asst. I	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393
Adm. Asst. II	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393	~~2321~~ 2507	~~2427~~ 2621
Adm. Asst. III	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927	
Adm. Services Director	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927	~~2829~~ 3055	
Adult Day Care Center Supvr.	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960
Asst. Human Services Director	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	
Asst. Welfare Director	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927	~~2829~~ 3055	~~2952~~ 3188	~~3086~~ 3333	~~3226~~ 3484	
Assoc. M.-&-P. Analyst	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434						
Auditor	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344
Center Coordinator	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Chemical Dependency Coord.	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Collection Services Supvr. II	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292
Community-Health Serv. Supvr.	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	~~2216~~ 2393
Community-Rela. Spec.	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	
Computer Programmer	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645			
Day Care Center Supvr.	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003	~~1941~~ 2096	~~2029~~ 2191	~~2122~~ 2292	

Dev. Achievement Center Dir.	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Dev. Achievement Center Teacher	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Dev. Disabilities Coord.	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Dietitian	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1257	1315	1375	1434	1500	1570	1645	1717	1795	
~~Dir. of Assessment Systems~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
Dir. of Business Mgmt. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~		
	1754	1835	1915	2003	2096	2191	2292	2393		
Dir. of Business Mgmt. II	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Financial Asst.	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Planning	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Pub. Hlth. Nurs. I	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Dir. of Soc. Serv.	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Dir. of Support Services	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	
	2144	2242	2344	2449	2565	2682	2804	2927	3055	
Education Supervisor	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Emp. Guid. Couns. I	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	
Emp. Guid. Couns. II	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1257	1315	1375	1434	1500	1570	1645	1717	1795	
Emp. Guid. Couns. III	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Family Serv. Coord. II	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~		
	1375	1434	1500	1570	1645	1717	1795	1876		
Finan. Asst. Supvr. III	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393

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Finan. Asst. Supvr. IV	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Home Care Coordinator	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~		
	1375	1434	1500	1570	1645	1717	1795	1876		
Homemaker Supervisor	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Human Services Dir. I	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Human Services Dir. II	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Human Services Dir. III	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~	
	2242	2344	2449	2565	2682	2804	2927	3055	3188	
Human Services Supvr. I	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Marriage Counselor	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	
	1570	1645	1717	1795	1876	1960	2049	2144	2242	
Med.-Care Advisor	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Med.-Serv. Adm.	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~		
	2144	2242	2344	2449	2565	2682	2804	2927		
Mental Health Worker	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	1434	1500	1570	1645	1717	1795	1876	1960	2049	
Meth.-&-Proc. Analyst	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	
	1466	1533	1606	1680	1754	1835	1915	2003	2096	
Meth.-&-Proc. Supvr.	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	
	1717	1795	1876	1960	2049	2144	2242	2344	2449	
Nursing Care Advisor	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	
	1315	1375	1434	1500	1570	1645	1717	1795	1876	
Nutrition Proj. Asst. Dir.	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Nutrition Proj. Dir.	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Occupa. Supvr.-Inst. I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1149	1203	1257	1315	1375	1434	1500	1570	1645	1717
Occupa.-Supvr. Inst. II	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Office Manager	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1203	1257	1315	1375	1434	1500	1570	1645	1717	

Personnel Officer	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Personnel Director	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
	1680	1754	1835	1915	2003	2096	2191	2292	2393	2507
Physical Therapist	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1257	1315	1375	1434	1500	1570	1645	1717		
Planner (Human Services)	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Policy/Program Analyst	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~
	1680	1754	1835	1915	2003	2096	2191	2292	2393	2507
Programmer Analyst	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~		
	1500	1570	1645	1717	1795	1876	1960	2049		
Psychologist I	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	
	~~1434~~	~~1500~~	~~1570~~	~~1645~~	~~1717~~	~~1795~~	~~1876~~	~~1960~~	~~2049~~	
Psychologist II	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	
	1717	1795	1876	1960	2049	2144	2242	2344	2449	
Psychologist III	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~	~~2539~~		
	2003	2096	2191	2292	2393	2507	2621	2742		
Psychologist IV	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~	~~2539~~	~~2650~~	~~2768~~		
	2191	2292	2393	2507	2621	2742	2862	2989		
Public Health Educator I	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1257	1315	1375	1434	1500	1570	1645	1717		
Public Health Educator II	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~		
	1570	1645	1717	1795	1876	1960	2049	2144		
Public Health Nurse	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~			
	1344	1404	1466	1533	1606	1680	1754			
Pub. Hlth. Nurse (Team Leader)	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~			
	1404	1466	1533	1606	1680	1754	1835			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~				
	1229	1284	1344	1404	1466	1533				
Sanitarian I	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~					
	1257	1315	1375	1434	1500					
Sanitarian II	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~		
	1375	1434	1500	1570	1645	1717	1795	1876		
Sr. Pub. Health Nurse	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~			
	1466	1533	1606	1680	1754	1835	1915			

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Social Worker I	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Social Worker II	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1315	1375	1434	1500	1570	1645	1717	1795	1876	1960
Social Worker III	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~
	1434	1500	1570	1645	1717	1795	1876	1960	2049	2144
Social Worker Trainee	~~930~~									
	1004									
Soc. Serv. Supvr. I	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Soc. Serv. Supvr. II	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Soc. Welf. Supvr. III	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	
Soc. Welf. Supvr. Trainee	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~				
	1533	1606	1680	1754	1835	1915				
Staff. Trng. Supvr. I	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	
	1645	1717	1795	1876	1960	2049	2144	2242	2344	
Staff Trng. Supvr. II	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	
	1795	1876	1960	2049	2144	2242	2344	2449	2565	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~		
	1717	1795	1876	1960	2049	2144	2242	2344		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1203	1257	1315	1375	1434	1500	1570	1645	1717	1795
Vol.-Serv. Coord. II	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	
	1500	1570	1645	1717	1795	1876	1960	2049	2144	
Welfare Director I	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~
	1606	1680	1754	1835	1915	2003	2096	2191	2292	2393
Welfare Director II	~~1624~~	~~1699~~	~~1773~~	~~1855~~	~~1941~~	~~2029~~	~~2122~~	~~2216~~	~~2321~~	~~2427~~
	1754	1835	1915	2003	2096	2191	2292	2393	2507	2621
Welfare Director III	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	
	2049	2144	2242	2344	2449	2565	2682	2804	2927	

Welfare Director IV	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~	~~2829~~	~~2952~~
	2242	2344	2449	2565	2682	2804	2927	3055	3188
Welfare Director V	~~2829~~	~~2952~~	~~3086~~	~~3226~~	~~3371~~	~~3522~~	~~3688~~	~~3846~~	~~4111~~
	3055	3188	3333	3484	3641	3804	3983	4154	4440
Work-Exp. & Trng. Spec.	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~
	1500	1570	1645	1717	1795	1876	1960	2049	2144

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

B. Support Personnel
1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~745~~	~~779~~	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	
	805	841	880	921	962	1004	1052	1099	
Accounting Officer I	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1004	1052	1009	1149	1203	1257	1315	1375	1434
Accounting Officer II	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570
Accounting Officer III	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~
	1229	1284	1344	1404	1466	1533	1606	1680	1754
Adult Day Care Center Prog. Coord.	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~
	821	860	901	942	984	1027	1075	1122	1175
Asst. Residential Facility Opr.(s)	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	
	659	686	719	753	786	821	860	901	
Case Aide	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~
	821	860	901	942	984	1027	1075	1122	1175
Chemical Dependency Counselor	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~		
	1052	1099	1149	1203	1257	1315	1375		
Child Health Aide	719	753	786	821	860	901	942	984	
Child Support Officer I	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1004	1052	1099	1149	1203	1257	1315	1375	1434
Child Support Officer II	~~1039~~	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	
	1122	1175	1229	1284	1344	1404	1466	1533	
Collection Services Supvr. I	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	
	1284	1344	1404	1466	1533	1606	1680	1754	

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Community-Service Aide	~~511~~ 552	~~536~~ 579	~~561~~ 606	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719		
Coordinator of Aging	~~779~~ 841	~~815~~ 880	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203
Dev. Achievement Center Inst.	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821			
Family Service Aide I	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821		
Family Service Aide II	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	
Family Service Coord. I	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175		
Family Service/Home Health Aide	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821		
Finan.-Assistance Specialist	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	
Finan.-Assistance Supvr. I	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680
Finan.-Assistance Supvr. II	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835
Financial Worker I	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175
Financial Worker II	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315
Home Health Aide	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821		
Home Health Aide Coordinator	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Housing Coordinator	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466
Licensed Practical Nurse	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027			
Public Health Aide	~~511~~ 552	~~536~~ 579	~~561~~ 606	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719		
Residential Facility Operator(s)	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	

Senior Case Aide	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~
	921	962	1004	1052	1099	1149	1203	1257	1315
Senior Citizen's Aide	~~511~~	~~536~~	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~		
	552	579	606	632	659	686	719		
Transportation Coordinator	~~779~~	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	
	841	880	921	962	1004	1052	1099	1149	
Welfare Fraud Investigator	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~		
	1284	1344	1404	1466	1533	1606	1680		
Welfare Fraud Unit Supervisor	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~		
	1404	1466	1533	1606	1680	1754	1835		

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

B. Support Personnel
2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~779~~	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	
	841	880	921	962	1004	1052	1099	1149	
Accounting Officer I	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1004	1052	1099	1149	1203	1257	1315	1375	1434
Accounting Officer II	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570
Accounting Officer III	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~
	1229	1284	1344	1404	1466	1533	1606	1680	1754
Adult Day Care Center Prog. Coord.	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~
	860	901	942	984	1027	1075	1122	1175	1229
Asst. Residential Facility Opr.(s)	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	~~872~~	
	686	719	753	787	821	860	901	942	
Case Aide	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~
	860	901	942	984	1027	1075	1122	1175	1229
Chemical Dependency Counselor	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~		
	1099	1149	1203	1257	1315	1375	1434		
Child Health Aide	753	786	821	860	901	942	984	1027	
Child Support Officer I	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~
	1052	1099	1149	1203	1257	1315	1375	1434	1500

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Child Support Officer II	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	
	1175	1229	1284	1344	1404	1466	1533	1606	
Collection Services Supvr. I	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	
	1344	1404	1466	1533	1606	1680	1754	1835	
Community-Service Aide	~~536~~	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~		
	579	606	632	659	686	719	753		
Coordinator of Aging	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~
	880	921	962	1004	1052	1099	1149	1203	1257
Dev. Achievement Center Inst.	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~			
	686	719	753	786	821	860			
Family Service Aide I	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~		
	659	686	719	753	786	821	860		
Family Service Aide II	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	
	719	753	786	821	860	901	942	984	
Family Service Coord. I	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~		
	942	984	1027	1075	1122	1175	1229		
Family Service/Home Health Aide	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~		
	659	686	719	753	786	821	860		
Finan.-Assistance Specialist	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	
	1099	1149	1203	1257	1315	1375	1434	1500	
Finan.-Assistance Supvr. I	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~
	1229	1284	1344	1404	1466	1533	1606	1680	1754
Finan.-Assistance Supvr. II	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~
	1344	1404	1466	1533	1606	1680	1754	1835	1915
Financial Worker I	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~
	860	901	942	984	1027	1075	1122	1175	1229
Financial Worker II	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~
	962	1004	1052	1099	1149	1203	1257	1315	1375
Home Health Aide	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~		
	659	686	719	753	786	821	860		
Home Health Aide Coordinator	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~		
	942	984	1027	1075	1122	1175	1229		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Housing Coordinator	~~995~~	~~1039~~	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~
	1075	1122	1175	1229	1284	1344	1404	1466	1533
Licensed Practical Nurse	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~			
	860	901	942	984	1027	1075			

Public Health Aide	~~536~~	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~		
	579	606	632	659	686	719	753		
Residential Facility Operator(s)	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	
	719	753	786	821	860	901	942	984	
Senior Case Aide	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~
	962	1004	1052	1099	1149	1203	1257	1315	1375
Senior Citizen's Aide	~~536~~	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~		
	579	606	632	659	686	719	753		
Transportation Coordinator	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	
	880	921	962	1004	1052	1099	1149	1203	
Welfare Fraud Investigator	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~		
	1344	1404	1466	1533	1606	1680	1754		
Welfare Fraud Unit Supervisor	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~		
	1466	1533	1606	1680	1754	1835	1915		

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B. Support Personnel
3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	
	880	921	962	1004	1052	1099	1149	1203	
Accounting Officer I	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1004	1052	1099	1149	1203	1257	1315	1375	1434
Accounting Officer II	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1099	1149	1203	1257	1315	1375	1434	1500	1570
Accounting Officer III	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~
	1229	1284	1344	1404	1466	1533	1606	1680	1754
Adult Day Care Center Prog. Coord.	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~	~~1189~~
	901	942	984	1027	1075	1122	1175	1229	1284
Asst. Residential Facility Opr.(s)	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	
	719	753	786	821	860	901	942	984	
Case Aide	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~	~~1189~~
	901	942	984	1027	1075	1122	1175	1229	1284
Chemical Dependency Counselor	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~		
	1149	1203	1257	1315	1375	1434	1500		

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Child Health Aide	786	821	860	901	942	984	1027	1075	
Child Support Officer I	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
Child Support Officer II	~~1138~~ 1229	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	
Collection Services Supvr. I	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	
Community-Service Aide	~~561~~ 606	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786		
Coordinator of Aging	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315
Dev. Achievement Center Inst.	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901			
Family Service Aide I	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901		
Family Service Aide II	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	
Family Service Coord. I	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284		
Family Service/Home Health Aide	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901		
Finan.-Assistance Specialist	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	
Finan.-Assistance Supvr. I	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835
Finan.-Assistance Supvr. II	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915	~~1855~~ 2003
Financial Worker I	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284
Financial Worker II	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434
Home Health Aide	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901		
Home Health Aide Coordinator	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								

Housing Coordinator	~~1039~~	~~1088~~	~~1138~~	~~1189~~	~~1244~~	~~1300~~	~~1357~~	~~1419~~	~~1487~~
	1122	1175	1229	1284	1344	1404	1466	1533	1606
Licensed Practical Nurse	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~			
	901	942	984	1027	1075	1122			
Public Health Aide	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~		
	606	632	659	686	719	753	786		
Residential Facility Operator(s)	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	
	753	786	821	860	901	942	984	1027	
Senior Case Aide	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1004	1052	1099	1149	1203	1257	1315	1375	1434
Senior Citizen's Aide	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~		
	606	632	659	686	719	753	786		
Transportation Coordinator	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	
	921	962	1004	1052	1099	1149	1203	1257	
Welfare Fraud Investigator	~~1300~~	~~1357~~	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~		
	1404	1466	1533	1606	1680	1754	1835		
Welfare Fraud Unit Supervisor	~~1419~~	~~1487~~	~~1556~~	~~1624~~	~~1699~~	~~1773~~	~~1855~~		
	1533	1606	1680	1754	1835	1915	2003		

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

C. Clerical

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bookkeeping Machine Operator	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerical Supervisor	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	795	823	852	881	913	946	981	1015	1052
Clerk I	~~524~~	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~
	566	584	602	619	636	657	679	702	725
Clerk II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Typist I (1)	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~
	584	602	619	636	657	679	702	725	747

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Clerk-Typist II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk-Typist III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Specialist	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	823	852	881	913	946	981	1015	1052	1092
Clerk-Steno I	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Clerk-Steno II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk-Steno III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Information Systems Specialist	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	770	795	823	852	881	913	946	981	1015
Keypunch Operator	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Switchboard Operator I	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~
	602	619	636	657	679	702	725	747	770
Switchboard Operator II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

C. Clerical
2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bookkeeping Machine Operator	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Clerical Supervisor	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	823	852	881	913	946	981	1015	1052	1092
Clerk I	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~
	584	602	619	636	657	679	702	725	747
Clerk II	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Clerk III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981

Clerk-Typist I (1)	~~557~~ 602	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770
Clerk-Typist II	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852
Clerk-Typist III	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk-Specialist	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132
Clerk-Steno I	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk-Steno II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Steno III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Information Systems Specialist	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Keypunch Operator	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Switchboard Operator I	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795
Switchboard Operator II	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

C. Clerical

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bookkeeping Machine Operator	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerical Supervisor	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174

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Clerk I	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Clerk II	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	702	725	747	770	795	823	852	881	913
Clerk III	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	795	823	852	881	913	946	981	1015	1052
Clerk-Typist I (1)	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk-Typist II	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	702	725	747	770	795	823	852	881	913
Clerk-Typist III	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	795	823	852	881	913	946	981	1015	1052
Clerk-Specialist	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~	~~1087~~	~~1129~~
	913	946	981	1015	1052	1092	1132	1174	1219
Clerk-Steno I	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk-Steno II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Clerk-Steno III	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	823	852	881	913	946	981	1015	1052	1092
Information Systems Specialist	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	852	881	913	946	981	1015	1052	1092	1132
Keypunch Operator	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Switchboard Operator I	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Switchboard Operator II	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	702	725	747	770	795	823	852	881	913

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

C. Clerical

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bookkeeping Machine Operator	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881

Clerical Supervisor	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	852	881	913	946	981	1015	1052	1092	1132
Clerk I	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~
	602	619	636	657	679	702	725	747	770
Clerk II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk III	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	770	795	823	852	881	913	946	981	1015
Clerk-Typist I (1)	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Clerk-Typist II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk-Typist III	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	770	795	823	852	881	913	946	981	1015
Clerk-Specialist	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~	~~1087~~
	881	913	946	981	1015	1052	1092	1132	1174
Clerk-Steno I	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Clerk-Steno II	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Steno III	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	795	823	852	881	913	946	981	1015	1052
Information Systems Specialist	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	823	852	881	913	946	981	1015	1052	1092
Keypunch Operator	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Switchboard Operator I	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Switchboard Operator II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

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C. Clerical

5. Plan E*

a. Class of Positions	1	2	3	4	5	6	7	8
Bookkeeping Machine Operator	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerical Supervisor	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174	~~1129~~ 1219
Clerk I	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk II	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk III	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092
Clerk-Typist I (1)	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852
Clerk-Typist II	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk-Typist III	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092
Clerk-Specialist	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174	~~1129~~ 1219	~~1172~~ 1266
Clerk-Steno I	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Steno II	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Clerk-Steno III	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132
Information Systems Specialist	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174
Keypunch Operator	~~671~~ 724	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Switchboard Operator I	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Switchboard Operator II	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

C. Clerical
6. Plan F*

a. Class of Positions	1	2	3	4	5	6	7	8
Bookkeeping Machine Operator	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerical Supervisor	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174	~~1129~~ 1219	~~1172~~ 1266
Clerk I	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Clerk II	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk III	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132
Clerk-Typist I (1)	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Typist II	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk-Typist III	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132
Clerk-Specialist	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174	~~1129~~ 1219	~~1172~~ 1266	~~1217~~ 1314
Clerk-Steno I	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk-Steno II	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Clerk-Steno III	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174
Information Systems Specialist	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092	~~1048~~ 1132	~~1087~~ 1174	~~1129~~ 1219
Keypunch Operator	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Switchboard Operator I	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Switchboard Operator II	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981

*The salary steps herein shall not include any amounts paid by any county welfare board

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under the provisions of Minn. Stat. § 471.61.

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

D. Maintenance and Trades

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7
Auto Driver	~~631~~ 681	~~658~~ 711	~~687~~ 742	~~715~~ 772	~~745~~ 806	~~778~~ 840	~~812~~ 877
Bus Driver	~~687~~ 742	~~715~~ 772	~~746~~ 806	~~778~~ 840	~~812~~ 877	~~845~~ 913	~~881~~ 951
Janitor (1)	~~687~~ 742	~~715~~ 772	~~746~~ 806	~~778~~ 840	~~812~~ 877	~~845~~ 913	~~881~~ 951
Laborer	~~$3.95/hour~~ $4.26/hour						
Maintenance Worker	~~715~~ 772	~~746~~ 806	~~778~~ 840	~~812~~ 877	~~845~~ 913	~~881~~ 951	~~920~~ 994

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7
Auto Driver	~~812~~ 877	~~845~~ 913	~~881~~ 951	~~920~~ 994	~~959~~ 1036	~~1000~~ 1080	~~1044~~ 1128
Bus Driver	~~845~~ 913	~~881~~ 951	~~920~~ 994	~~959~~ 1036	~~1000~~ 1080	~~1044~~ 1128	~~1089~~ 1176
Janitor (1)	~~812~~ 877	~~845~~ 913	~~881~~ 951	~~920~~ 994	~~959~~ 1036	~~1000~~ 1080	~~1044~~ 1128
Laborer	~~$4.86/hour~~ $5.25./hour						
Maintenance Worker	~~881~~ 951	~~920~~ 994	~~959~~ 1036	~~1000~~ 1080	~~1044~~ 1128	~~1089~~ 1176	~~1136~~ 1227

*The salary steps herein shall not include any amount paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

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

12 MCAR § 2.516 Salary adjustments and increases.

B. Adjustments to be made in accordance with Merit System Official Compensation Plan.

2. General adjustment recommended for incumbents is ~~seven~~ eight percent for employees on the Professional, ~~and~~ Support, ~~Salary Schedules, fifty dollars for employees on the~~ Clerical, ~~Salary~~ Schedules, and ~~two steps for employees on~~ Maintenance and Trades Salary Schedules.

12 MCAR § 2.504 Leaves of absence.

B. Minimum policy.

7. Holidays.

a. Permanent, probationary, provisional, limited-term, and trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off with pay. 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—November 11

Thanksgiving Day—the fourth Thursday in November

Christmas Day—December 25

Appointing authorities may designate one or both of the following as holidays:

Christopher Columbus Day—the second Monday in October

Friday after Thanksgiving

12 MCAR § 2.706 Child Health Aide.

A. Kind of work. Under supervision of a public health nurse, performs a variety of advanced paraprofessional duties which serve to meet the health needs of families. Performs outreach on referrals from public health nurse, specified screening activities at the clinics, and performs all necessary paperwork associated with the clinic.

B. Examples of work (Illustrative only). Visits homes to explain the federally subsidized Early and Periodic Screening, Diagnosis and Treatment Program, related programs, and the value of preventive services. Schedules and makes home visits to administer Denver developmental screening. Sets up the equipment for the health screening clinics. Performs specific screening activities, such as measuring heights, weights, and head circumferences, screening vision and hearing, performing urine tests, and obtaining blood sample by finger stick for hematocrit, lead, and sickle cell anemia testing. Completes records on clinic participants and maintains billing records, and required records and documentation on participants. Orders supplies for program and maintains inventory. Makes follow-up contacts to clients to perform or facilitate referral.

C. Knowledges and abilities required. Knowledge of the general goals and objectives of services and programs offered by the nursing service. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to organize work efficiently. Ability to meet and communicate effectively with the public. Ability to follow instructions. Ability to supervise children. Ability to prepare reports and keep accurate records.

D. Minimum qualifications of education and experience. Two years of combined clerical and child-care experience.

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12 MCAR § 2.650 Sanitarian I.

A. Kind of work. Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. Examples of work (illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc., affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. Knowledges and abilities required. Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

or

On a promotional examination, experience as a sanitarian or environmental health specialist may be substituted for the college degree, on a year-for-year basis.

12 MCAR § 2.544 Director of Assessment Systems. [Proposed for repeal in its entirety.]

Department of Health
Minnesota Merit System

Proposed Amendments to Rules of the Minnesota Merit System

Notice of Intent to Adopt without A Public Hearing

Notice is hereby given that the Department of Health is proposing to adopt amendments to the enclosed Minnesota Merit System Rules.

All persons have 30 days from the date of this notice in which to submit comments on the proposed rules. All written comments will be reviewed by the Department of Health and, if no hearing is required, the Office of the Attorney General, Administrative Division. The rules may be modified based upon the data and views submitted.

Any person may also, within the 30 day period, make a written request for a public hearing on any of the rules. The written request should be specific as to which rule(s) a hearing is desired on. If seven or more persons make a written request for a hearing on any of the rules, a public hearing will be held according to the provisions of Minn. Stat. § 15.0412.

Persons desiring to make written comments on any of the Merit System rules or desiring to make a written request for a public hearing on any of the Merit System rules should address their correspondence to:

Ralph Corey
Minnesota Merit System
Department of Public Welfare
Centennial Building
St. Paul, MN 55155
612/296-3996

Notice is hereby given that a Statement of Need and Reasonableness is now available for review at the Department of Public Welfare. This Statement of Need and Reasonableness includes rationale justifying both the need for and the reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be obtained from Ralph Corey, Department of Public Welfare.

If you have questions on the content of any of the rules, please call Ralph Corey at 612/296-3996.

Persons desiring to be notified when the proposed rule, this notice and rule(s) proposed to be adopted, the Statement of Need and Reasonableness and copies of the public comments are submitted to the Attorney General, Administrative Division, may either call or write Ralph Corey. The Attorney General shall approve or disapprove the rule as to form and legality and determine whether a substantial change has been made on the rule(s) to be adopted.

The department's authority to adopt the proposed rules is contained in Minn. Stat. § 144.071.

Below are some of the highlights and background to the proposed rule amendments:

Proposed revisions to 7 MCAR § 1.314 amend the Merit System Compensation Plan for classifications of positions in county public health agencies under the Minnesota Merit System. (Agencies having a negotiated contract with an exclusive representative providing for different salaries are not covered by 7 MCAR § 1.314.) A new Compensation Plan is proposed for 1981 based upon the provisions of 7 MCAR § 1.239 D.7. It is recommended that all minimum, maximum and intervening rates of pay for all classifications in all Professional and Administrative, Support, Clerical and Building Maintenance compensation plans be adjusted upward by 8% in accordance with the cost-of-living formula contained in 7 MCAR § 1.239 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 7 MCAR § 1.260 B.2. recommend a general salary adjustment of 8% for all employees on the Professional and Administrative, Support, Clerical and Building Maintenance salary schedules, again in accordance with the provisions of 7 MCAR § 1.239 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 7 MCAR § 1.250 B.7.a. amend the rule on holidays by eliminating Christopher Columbus Day as a mandatory holiday and allowing appointing authorities the option of designating Christopher Columbus Day or the Friday after Thanksgiving or both days as holidays. The basis for this revision is a 1979 amendment to Minnesota Statutes 1978, Section 645.44, Subdivision 5, relating to holidays.

A proposed revision to 7 MCAR § 1.270 for Sanitarian I updates the minimum qualifications for the class and is proposed in response to a request from the Olmsted County Public Health agency.

The department estimates that annual cost to local public bodies in the State to implement the rules for the two years immediately following their adoption will not exceed $100,000 per year.

September 12, 1980

George R. Pettersen, M.D.
Commissioner of Health

7 MCAR § 1.314 Compensation Plan (Public Health) - ~~1980~~ 1981

A. Professional and Administrative

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~
	1570	1645	1717	1795	1876	1960	2049	2144	2242
Asst. Dir. of Pub. Hlth. Nurs.	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1434	1500	1570	1645	1717	1795	1876	1960	2049

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Business Administrator	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1434	1500	1570	1645	1717	1795	1876	1960	2049
Business Supervisor	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~
	1052	1099	1149	1203	1257	1315	1375	1434	1500
Dir. of Envir. Health	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~
	1795	1876	1960	2049	2144	2242	2344	2449	2565
Dir. of Pub. Hlth. Nurs. I	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1434	1500	1570	1645	1717	1795	1876	1960	2049
Dir. of Pub. Hlth. Nurs. II	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~	~~2076~~
	1570	1645	1717	1795	1876	1960	2049	2144	2242
Home Care Coordinator	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1257	1315	1375	1434	1500	1570	1645	1717	
Medical Technologist	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~		
	1149	1203	1257	1315	1375	1434	1500		
Public Health Educator I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	
	1149	1203	1257	1315	1375	1434	1500	1570	
Public Health Educator II	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	
	1434	1500	1570	1645	1717	1795	1876	1960	
Public Health Nurse	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~		
	1203	1257	1315	1375	1434	1500	1570		
Public Health Nurse (Team Leader)	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~		
	1257	1315	1375	1434	1500	1570	1645		
Public Health Nutritionist	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	
	1315	1375	1434	1500	1570	1645	1717	1795	
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~			
	1099	1149	1203	1257	1315	1375			
Sanitarian I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~				
	1149	1203	1257	1315	1375				
Sanitarian II	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	
	1257	1315	1375	1434	1500	1570	1645	1717	
Sanitarian III	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1375	1434	1500	1570	1645	1717	1795	1876	1960
Sanitarian IV	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~	~~1985~~
	1500	1570	1645	1717	1795	1876	1960	2049	2144
School Health Coordinator	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	
	1203	1257	1315	1375	1434	1500	1570	1645	
Senior Public Health Nurse	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~		
	1315	1375	1434	1500	1570	1645	1717		

A. Professional and Administrative
2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344
Asst. Dir. of Pub. Hlth. Nurs.	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Business Administrator	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Business Supervisor	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
Dir. of Envir. Health	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682
Dir. of Pub. Hlth. Nurs. I	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Dir. of Pub. Hlth. Nurs. II	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344
Home Care Coordinator	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	
Medical Technologist	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570		
Public Health Educator I	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	
Public Health Educator II	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	
Public Health Nurse	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645		
Public Health Nurse (Team Leader)	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717		
Public Health Nutritionist	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434			
Sanitarian I	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434				

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Sanitarian II	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	
Sanitarian III	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
Sanitarian IV	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242
School Health Coordinator	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	
Senior Public Health Nurse	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795		

A. Professional and Administrative
3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449
Asst. Dir. of Pub. Hlth. Nurs.	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242
Business Administrator	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242
Business Supervisor	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645
Dir. of Envir. Health	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804
Dir. of Pub. Hlth. Nurs. I	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242
Dir. of Pub. Hlth. Nurs. II	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449
Home Care Coordinator	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	
Medical Technologist	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645		
Public Health Educator I	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	
Public Health Educator II	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	
Public Health Nurse	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754		
Public Health Nurse (Team Leader)	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835		

Public Health Nutritionist	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	~~1138~~ 1229	~~1189~~ 1284	~~1244~~ 1344	~~1300~~ 1404	~~1357~~ 1466	~~1419~~ 1533			
Sanitarian I	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500				
Sanitarian II	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	
Sanitarian III	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144
Sanitarian IV	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344
School Health Coordinator	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	
Senior Public Health Nurse	~~1357~~ 1466	~~1419~~ 1533	~~1487~~ 1606	~~1556~~ 1680	~~1624~~ 1754	~~1699~~ 1835	~~1773~~ 1915		

B. Health Services Support Personnel

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075		
Bookkeeper	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229
Home Health Aide	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821		
Home Health Aide Coordinator	~~834~~ 901	~~862~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175		
Inspector I	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052					
Inspector II	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315		
Laboratory Technician	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984		
Licensed Practical Nurse	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027			

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Medical Laboratory Assistant	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075		
Nutrition Assistant	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	
Public Health Aide	~~511~~ 552	~~536~~ 579	~~561~~ 606	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719		

B. Health Services Support Personnel
2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	~~796~~ 860	~~834~~ 901	~~972~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122		
Bookkeeper	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284
Home Health Aide	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753	~~728~~ 786	~~760~~ 821	~~796~~ 860		
Home Health Aide Coordinator	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229		
Inspector I	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099					
Inspector II	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375		
Laboratory Technician	~~728~~ 786	~~760~~ 821	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027		
Licensed Practical Nurse	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075			
Medical Laboratory Assistant	~~796~~ 860	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122		
Nutrition Assistant	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	
Public Health Aide	~~536~~ 579	~~561~~ 606	~~585~~ 632	~~610~~ 659	~~635~~ 686	~~666~~ 719	~~697~~ 753		

B. Health Services Support Personnel
3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	~~834~~ 901	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175		
Bookkeeper	~~872~~ 942	~~911~~ 984	~~951~~ 1027	~~995~~ 1075	~~1039~~ 1122	~~1088~~ 1175	~~1138~~ 1229	~~1189~~ 1284	~~1244~~ 1344

Home Health Aide	~~635~~	~~666~~	~~697~~	~~728~~	~~760~~	~~796~~	~~834~~		
	686	719	753	786	821	860	901		
Home Health Aide Coordinator	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~	~~1189~~		
	984	1027	1075	1122	1175	1229	1284		
Inspector I	~~930~~	~~974~~	~~1018~~	~~1064~~					
	1004	1052	1099	1149					
Inspector II	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~		
	1099	1149	1203	1257	1315	1375	1434		
Laboratory Technician	~~760~~	~~796~~	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~		
	821	860	901	942	984	1027	1075		
Licensed Practical Nurse	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~			
	901	942	984	1027	1075	1122			
Medical Laboratory Assistant	~~834~~	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~		
	901	942	984	1027	1075	1122	1175		
Nutrition Assistant	~~872~~	~~911~~	~~951~~	~~995~~	~~1039~~	~~1088~~	~~1138~~	~~1189~~	
	942	984	1027	1075	1122	1175	1229	1284	
Public Health Aide	~~561~~	~~585~~	~~610~~	~~635~~	~~666~~	~~697~~	~~728~~		
	606	632	659	686	719	753	786		

C. Clerical

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~524~~	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~
	566	584	602	619	636	657	679	702	725
Clerk II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Typist I	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~
	584	602	619	636	657	679	702	725	747
Clerk-Typist II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk-Typist III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Steno I	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795

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Clerk-Steno II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk-Steno III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Switchboard Operator I	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~
	602	619	636	657	679	702	725	747	770
Switchboard Operator II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823

C. Clerical
2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~
	584	602	619	636	657	679	702	725	747
Clerk II	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Clerk III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Clerk-Typist I	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~
	602	619	636	657	679	702	725	747	770
Clerk-Typist II	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Clerk-Typist III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Clerk-Steno I	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk-Steno II	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	702	725	747	770	795	823	852	881	913
Clerk-Steno III	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	770	795	823	852	881	913	946	981	1015
Switchboard Operator I	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Switchboard Operator II	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852

C. Clerical
1. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~
	602	619	636	657	679	702	725	747	770
Clerk II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881

Clerk III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Clerk-Typist I	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795
Clerk-Typist II	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Clerk-Typist III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Clerk-Steno I	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852
Clerk-Steno II	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk-Steno III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Switchboard Operator I	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Switchboard Operator II	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881

C. Clerical
4. Plan D

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795
Clerk II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Clerk-Typist I	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk-Typist II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Typist III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Clerk-Steno I	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881

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Clerk-Steno II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981
Clerk-Steno III	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	823	852	881	913	946	981	1015	1052	1092
Switchboard Operator I	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	657	679	702	725	747	770	795	823	852
Switchboard Operator II	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	702	725	747	770	795	823	852	881	913

C. Clerical
5. Plan E
a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	657	679	702	725	747	770	795	823
Clerk II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946
Clerk III	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	852	881	913	946	981	1015	1052	1092
Clerk-Typist I	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~
	679	702	725	747	770	795	823	852
Clerk-Typist II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946
Clerk-Typist III	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	852	881	913	946	981	1015	1052	1092
Clerk-Steno I	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	725	747	770	795	823	852	881	913
Clerk-Steno II	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	795	823	852	881	913	946	981	1015
Clerk-Steno III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132
Switchboard Operator I	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	702	725	747	770	795	823	852	881
Switchboard Operator II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946

C. Clerical
6. Plan F
a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	702	725	747	770	795	823	852	881

Clerk II	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	770	795	823	852	881	913	946	981
Clerk III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132
Clerk-Typist I	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	725	747	770	795	823	852	881	913
Clerk-Typist II	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	770	795	823	852	881	913	946	981
Clerk-Typist III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132
Clerk-Steno I	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946
Clerk-Steno II	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	823	852	881	913	946	981	1015	1052
Clerk-Steno III	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~	~~1087~~
	913	946	981	1015	1052	1092	1132	1174
Switchboard Operator I	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	725	747	770	795	823	852	881	913
Switchboard Operator II	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	770	795	823	852	881	913	946	981

D. Building Maintenance
1. Plan A

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	~~585~~	~~607~~	~~631~~	~~658~~	~~687~~		
	632	656	681	711	742		
Janitor (1)	~~687~~	~~715~~	~~746~~	~~778~~	~~812~~	~~845~~	~~881~~
	742	772	806	840	877	913	951

D. Building Maintenance
2. Plan B

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	~~687~~	~~715~~	~~746~~	~~778~~	~~812~~		
	742	772	806	840	877		
Janitor (1)	~~812~~	~~845~~	~~881~~	~~920~~	~~959~~	~~1000~~	~~1044~~
	877	913	951	994	1036	1080	1128

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

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7 MCAR § 1.260 Salary adjustments and increases.

B. Adjustments to be made in accordance with Merit System Official Compensation Plan.

2. The general adjustment recommended for incumbents is ~~seven~~ eight percent for employees on the Professional, ~~Salary Schedule and the~~ Health Services Support, ~~Salary Schedule, and fifty dollars for employee on the~~ Clerical, and ~~Salary Schedule. Employees on the~~ Building Maintenance Salary Schedules. ~~are recommended to receive a two step adjustment.~~

7 MCAR § 1.250 Leaves of absence.

B. Minimum policy.

7. Holidays.

a. Permanent, probationary, provisional, and limited-term employees whose normally scheduled work day falls on a holiday listed below shall receive time off 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—November 11

Thanksgiving Day—the fourth Thursday in November

Christmas Day—December 25

Appointing authorities may designate one or both of the following as holidays:

Christopher Columbus Day—the second Monday in October

Friday after Thanksgiving

7 MCAR § 1.270 Sanitarian I.

A. Kind of work. Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. Examples of work (illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc., affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. Knowledges and abilities required. Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

or

On a promotional examination, experience as a sanitarian or environmental health specialist may be substituted for the college degree, on a year-for-year basis.

Department of Public Safety
Minnesota Merit System

Proposed Amendments to Rules of the Minnesota Merit System

Notice of Intent to Adopt Rules without A Public Hearing

Notice is hereby given that the Department of Public Safety is proposing to adopt amendments to the enclosed Minnesota Merit System Rules.

All persons have 30 days from the date of this notice in which to submit comments on the proposed rules. All written comments will be reviewed by the Department of Public Safety and, if no hearing is required, the Office of the Attorney General, Administrative Division. The rules may be modified based upon the data and views submitted.

Any person may also, within the 30 day period, make a written request for a public hearing on any of the rules. The written request should be specific as to which rule(s) a hearing is desired on. If seven or more persons make a written request for a hearing on any of the rules, a public hearing will be held according to the provisions of Minn. Stat. § 15.0412.

Persons desiring to make written comments on any of the Merit System rules or desiring to make a written request for a public hearing on any of the Merit System rules should address their correspondence to:

Ralph Corey
Minnesota Merit System
Department of Public Welfare
Centennial Building
St. Paul, MN 55155
(612) 296-3996

Notice is hereby given that a Statement of Need and Reasonableness is now available for review at the Department of Public Welfare. This Statement of Need and Reasonableness includes rationale justifying both the need for and the reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be obtained from Ralph Corey, Department of Public Welfare.

If you have questions on the content of any of the rules, please call Ralph Corey at 612/296-3996.

Persons desiring to be notified when the proposed rule, this notice and rule(s) proposed to be adopted, the Statement of Need and Reasonableness and copies of the public comments are submitted to the Attorney General, Administrative Division, may either call or write Ralph Corey. The Attorney General shall approve or disapprove the rule as to form and legality and determine whether a substantial change has been made on the rule(s) to be adopted.

The department's authority to adopt the proposed rules is contained in Minn. Stat. § 12.22.

Below are some of the highlights and background to the proposed rule amendments:

Proposed revisions to 11 MCAR § 1.2140 amend the Merit System Compensation Plan for classifications of positions in local and county emergency services agencies under the Minnesota Merit System. (Agencies having a negotiated contract with an exclusive representative providing for different salaries are not covered by 11 MCAR § 1.2140.) A new Compensation Plan is proposed for 1981 based upon the provisions of 11 MCAR § 1.2094 D.7. It is recommended that all minimum, maximum and intervening rates of pay for all classifications in all Professional and Clerical compensation plans be adjusted upward by 8% in accordance with the cost-of-living formula contained in 11 MCAR § 1.2094 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 11 MCAR § 1.2116 B.2. recommend a general salary adjustment of 8% for all employees on the Professional and Clerical salary schedules, again in accordance with the provisions of 11 MCAR § 1.2094 D.7. The effective date of these recommended adjustments is January 1, 1981, or the beginning date of the first payroll period following January 1, 1981, for agencies on a bi-weekly or four-week payroll period.

The department estimates that the annual cost to adjust employee salaries to the proposed new minimum salaries for all classifications for the two years immediately following the adoption of these rules will be $1,852.80.

September 15, 1980

John P. Sopsic
Commission of Public Safety

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

11 MCAR § 1.2140 Compensation Plan (Emergency Services) - ~~1980~~ 1981

A. Professional
1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8
Administrative Officer	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645
Asst. Civil Defense Director I	~~745~~ 805	~~779~~ 841	~~815~~ 880	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099
Asst. Civil Defense Director II	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315
Asst. Civil Defense Director III	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
Asst. Civil Defense Director IV	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876
Communications Officer	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434
County Civil Defense Director I	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
County Civil Defense Director II	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795
County Civil Defense Director III	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
County Civil Defense Director IV	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927
Local Civil Defense Director I	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257
Local Civil Defense Director II	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434
Local Civil Defense Director III	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645
Local Civil Defense Director IV	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
Local Civil Defense Director V	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927
Operations Officer	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645
Public Information Officer	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645

Radiological Defense Officer	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1052	1099	1149	1203	1257	1315	1375	1434
Safety Services Coordinator	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1203	1257	1315	1375	1434	1500	1570	1645

A. Professional
2. Plan B
a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~
	1257	1315	1375	1434	1500	1570	1645	1717
Asst. Civil Defense Director I	~~779~~	~~815~~	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~
	841	880	921	962	1004	1052	1099	1149
Asst. Civil Defense Director II	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~
	1004	1052	1099	1149	1203	1257	1315	1375
Asst. Civil Defense Director III	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1203	1257	1315	1375	1434	1500	1570	1645
Asst. Civil Defense Director IV	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~
	1434	1500	1570	1645	1717	1795	1876	1960
Communications Officer	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~
	1099	1149	1203	1257	1315	1375	1434	1500
County Civil Defense Director I	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1149	1203	1257	1315	1375	1434	1500	1570
County Civil Defense Director II	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1315	1375	1434	1500	1570	1645	1717	1795
County Civil Defense Director III	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1500	1570	1645	1717	1795	1876	1960	2049
County Civil Defense Director IV	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~
	2144	2242	2344	2449	2565	2682	2804	2927
Local Civil Defense Director I	~~853~~	~~891~~	~~930~~	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~
	921	962	1004	1052	1099	1149	1203	1257
Local Civil Defense Director II	~~974~~	~~1018~~	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~
	1052	1099	1149	1203	1257	1315	1375	1434
Local Civil Defense Director III	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~
	1203	1257	1315	1375	1434	1500	1570	1645
Local Civil Defense Director IV	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1500	1570	1645	1717	1795	1876	1960	2049

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Local Civil Defense Director V	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927
Operations Officer	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717
Public Information Officer	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717
Radiological Defense Officer	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500
Safety Services Coordinator	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717

A. Professional
3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8
Administrative Officer	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795
Asst. Civil Defense Director I	~~815~~ 880	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203
Asst. Civil Defense Director II	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434
Asst. Civil Defense Director III	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717
Asst. Civil Defense Director IV	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
Communications Officer	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
County Civil Defense Director I	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570
County Civil Defense Director II	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795
County Civil Defense Director III	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645	~~1590~~ 1717	~~1662~~ 1795	~~1737~~ 1876	~~1815~~ 1960	~~1897~~ 2049
County Civil Defense Director IV	~~1985~~ 2144	~~2076~~ 2242	~~2170~~ 2344	~~2268~~ 2449	~~2375~~ 2565	~~2483~~ 2682	~~2596~~ 2804	~~2710~~ 2927
Local Civil Defense Director I	~~853~~ 921	~~891~~ 962	~~930~~ 1004	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257
Local Civil Defense Director II	~~974~~ 1052	~~1018~~ 1099	~~1064~~ 1149	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434
Local Civil Defense Director III	~~1114~~ 1203	~~1164~~ 1257	~~1218~~ 1315	~~1273~~ 1375	~~1328~~ 1434	~~1389~~ 1500	~~1454~~ 1570	~~1523~~ 1645

Local Civil Defense Director IV	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~	~~1737~~	~~1815~~	~~1897~~
	1500	1570	1645	1717	1795	1876	1960	2049
Local Civil Defense Director V	~~1985~~	~~2076~~	~~2170~~	~~2268~~	~~2375~~	~~2483~~	~~2596~~	~~2710~~
	2144	2242	2344	2449	2565	2682	2804	2927
Operations Officer	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1315	1375	1434	1500	1570	1645	1717	1795
Public Information Officer	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1315	1375	1434	1500	1570	1645	1717	1795
Radiological Defense Officer	~~1064~~	~~1114~~	~~1164~~	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~
	1149	1203	1257	1315	1375	1434	1500	1570
Safety Services Coordinator	~~1218~~	~~1273~~	~~1328~~	~~1389~~	~~1454~~	~~1523~~	~~1590~~	~~1662~~
	1315	1375	1434	1500	1570	1645	1717	1795

B. Clerical
1. Plan A
a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~524~~	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~
	566	584	602	619	636	657	679	702	725
Clerk II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Typist I	~~541~~	~~557~~	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~
	584	602	619	636	657	679	702	725	747
Clerk-Typist II	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~
	636	657	679	702	725	747	770	795	823
Clerk-Typist III	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	725	747	770	795	823	852	881	913	946
Clerk-Steno I	~~573~~	~~589~~	~~608~~	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~
	619	636	657	679	702	725	747	770	795
Clerk-Steno II	~~629~~	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	679	702	725	747	770	795	823	852	881
Clerk-Steno III	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	747	770	795	823	852	881	913	946	981

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B. Clerical
1. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~541~~ 584	~~557~~ 602	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747
Clerk II	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852
Clerk III	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk-Typist I	~~557~~ 602	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770
Clerk-Typist II	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852
Clerk-Typist III	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk-Steno I	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk-Steno II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Steno III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015

B. Clerical
3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	~~557~~ 602	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770
Clerk II	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Clerk III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Clerk-Typist I	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795
Clerk-Typist II	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Clerk-Typist III	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015
Clerk-Steno I	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852

Clerk-Steno II	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk-Steno III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052

B. Clerical
4. Plan D
a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~573~~ 619	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795
Clerk II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Clerk-Typist I	~~589~~ 636	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk-Typist II	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913
Clerk-Typist III	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052
Clerk-Steno I	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881
Clerk-Steno II	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981
Clerk-Steno III	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092

B. Clerical
5. Plan E
a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~608~~ 657	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823
Clerk II	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946
Clerk III	~~789~~ 852	~~816~~ 881	~~845~~ 913	~~876~~ 946	~~908~~ 981	~~940~~ 1015	~~974~~ 1052	~~1011~~ 1092
Clerk-Typist I	~~629~~ 679	~~650~~ 702	~~671~~ 725	~~692~~ 747	~~713~~ 770	~~736~~ 795	~~762~~ 823	~~789~~ 852

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Clerk-Typist II	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946
Clerk-Typist III	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~
	852	881	913	946	981	1015	1052	1092
Clerk-Steno I	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	725	747	770	795	823	852	881	913
Clerk-Steno II	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~
	795	823	852	881	913	946	981	1015
Clerk-Steno III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132

B. Clerical
6. Plan F

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	~~650~~	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~
	702	725	747	770	795	823	852	881
Clerk II	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	770	795	823	852	881	913	946	981
Clerk III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132
Clerk-Typist I	~~671~~	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~
	725	747	770	795	823	852	881	913
Clerk-Typist II	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~
	770	795	823	852	881	913	946	981
Clerk-Typist III	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~
	881	913	946	981	1015	1052	1092	1132
Clerk-Steno I	~~692~~	~~713~~	~~736~~	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~
	747	770	795	823	852	881	913	946
Clerk-Steno II	~~762~~	~~789~~	~~816~~	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~
	823	852	881	913	946	981	1015	1052
Clerk-Steno III	~~845~~	~~876~~	~~908~~	~~940~~	~~974~~	~~1011~~	~~1048~~	~~1087~~
	913	946	981	1015	1052	1092	1132	1174

11 MCAR § 1.2116 Salary adjustments and increases.

B. Adjustments to be made in accordance with Merit System Official Compensation Plan.

2. General adjustment recommended for incumbents is ~~seven~~ eight percent for employees on the Professional ~~Salary Schedule,~~ and ~~fifty dollars for employees on the~~ Clerical Salary Schedules.

TAX COURT

Pursuant to Minn. Stat. § 271.06, subd. 1, an appeal to the tax court may be taken from any official order of the Commissioner of Revenue regarding any tax, fee or assessment, or any matter concerning the tax laws listed in § 271.01, subd. 5, by an interested or affected person, by any political subdivision of the state, by the Attorney General in behalf of the state, or by any resident taxpayer of the state in behalf of the state in case the Attorney General, upon request, shall refuse to appeal. Decisions of the tax court are printed in the *State Register*, except in the case of appeals dealing with property valuation, assessment, or taxation for property tax purposes.

State of Minnesota — Tax Court

James M. Ladd and Muriel C. Ladd, Appellants,

v.

The Commissioner of Revenue, Appellee.

Docket No. 2688

In the matter of an appeal from the Commissioner's Order dated 5-26-78 relating to 1971 tax liability of $478.97 for taxable period 1971.

Order Dated September 10, 1980.

This is an appeal from an order of the Commissioner of Revenue dated 5-26-78, disallowing certain itemized deductions and assessing additional income tax, and interest, for the taxable year 1971.

Trial was held on August 12, 1980, before the Honorable Jack Fena at the Minnesota Tax Court in the Space Center at 444 Lafayette Road in the City of St. Paul, Minnesota. James M. Ladd appeared pro se for appellants. Thomas K. Overton, Special Assistant Attorney General, appeared for appellee.

Decision

The Order of the Commissioner of Revenue is modified. The itemized deductions are disallowed. Appellants' tax liability is recomputed using separate returns for each appellant (filed on a combined form) rather than a joint return.

Findings of Fact and Conclusions of Law

1. The substantive issues which appellants seek to litigate in this appeal were fully litigated by appellants before the United States Tax Court. The United States Tax Court entered judgment against appellants on the merits.

2. Under Minnesota law appellants are precluded from again litigating those issues in this case. *Lustic v. Rankala*, 269 Minn. 515, 131 N.W.2d 741 (1964).

3. Appellants have submitted an amended return recomputing their tax liability on separate returns (filed on a combined form). Counsel for appellee has agreed that the tax may be recomputed on that basis.

4. The additional tax due from appellants as a result of the disallowed deductions and the recomputation on separate returns is $166.00 plus interest.

Jack Fena, Judge
Minnesota Tax Court

ADOPTED RULES

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 15.0412, subd. 4, have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strike outs and new language will be underlined, and the rule's previous *State Register* publication will be cited.

A temporary rule becomes effective upon the approval of the Attorney General as specified in Minn. Stat. § 15.0412, subd. 5. Notice of his decision will be published as soon as practicable, and the adopted temporary rule will be published in the manner provided for adopted rules under subd. 4.

Office of Administrative Hearings

Adopted Amendments to Rules Governing Rules Hearings and Contested Cases

The rules published at *State Register*, Volume 4, Number 46, pp. 1807-1816 (4 S.R. 1807) are now adopted with the following amendments:

Amendments as Adopted

9 MCAR § 2.102 B. An Order for Hearing ~~which must~~ that shall contain the following:

1. A proposed time, date and place for the hearing to be held.

2. A statement that the Notice of Hearing shall be given to all persons who have registered with the agency for that purpose and a statement that the Notice of Hearing shall be published in the *State Register*.

3. The signature of the person authorized to order a hearing. If a board is ordering the hearing, the person signing the Order must be so authorized and a document of authority must be attached to the Order for Hearing.

9 MCAR § 2.102 C. The Notice of Hearing proposed to be issued ~~which must~~ that shall contain the following:

1. A proposed time, date and place for the hearing to be held.

2. A statement that all interested or affected persons will have an opportunity to participate.

3. A statement or a description of the subjects and issues involved. If the proposed rules themselves are not included with the Notice of Hearing, then the notice must clearly indicate the nature and extent of the proposed rules and a statement shall be included announcing the availability and the means of obtaining upon request at least one free copy of the proposed rules.

4. A citation to the agency's statutory authority to promulgate the proposed rules.

5. A statement describing the manner in which interested persons may present their views and advising persons that the proposed rule may be modified as a result of the hearing process.

6. A statement advising interested persons that lobbyists must register with the State Ethical Practices Board, which statement shall ~~contain a summary of the statutory definition of a lobbyist and indicate that questions should be directed to the Board, giving the address and telephone number thereof.~~ read as follows:

Minn. Stat. ch. 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in Minn. Stat. § 10A.01, subd. 11 (1979 Supp.) as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including *his own* travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including *his own* traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, Saint Paul, Minnesota 55155, telephone (612) 296-5615.

7. A statement that written material may be submitted and recorded in the hearing record for five working days after the public hearing ends, and a statement that the comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Hearing Examiner at the hearing.

8. A separate paragraph which shall read as follows: Notice: Any person may request notification of the date on which the Hearing Examiner's Report will be available, after which date the agency may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted (or resubmitted) to the Attorney General by the agency. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Hearing Examiner (in the case of the Hearing Examiner's Report), or to the agency (in the case of the agency's submission or resubmission to the Attorney General).

9. A separate paragraph which will read as follows: Notice is hereby given that 25 days prior to the hearing, a Statement of Need and Reasonableness will be available for review at the agency and at the Office of Administrative Hearings. This Statement of Need and Reasonableness will include a summary of all ~~of~~ the evidence and argument which ~~is anticipated to be presented by~~ the agency anticipates presenting at the hearing justifying both the need for and the reasonableness of the proposed rule~~/~~ or rules. Copies of the Statement of Need and Reasonableness may be obtained from the Office of Administrative Hearings at a minimal charge.

10. If required by Minn. Stat. § 15.0412, subd. 7, a statement relating to the expenditure of public monies by local public bodies.

11. A statement that the rule hearing procedure is governed by Minn. Stat. §§ 15.0411-15.0417 and 15.052 and by 9 MCAR §§ 2.101-2.113 (Minnesota Code of Agency Rules) and a statement that questions about procedure may be directed to the Hearing Examiner.

9 MCAR § 2.107 A. All persons intending to present evidence or ask questions ~~attending~~ shall register with the Hearing Examiner prior to the presentation of evidence or questions by writing their names, addresses, telephone numbers and the names of any individuals or associations that the persons represent in connection with the hearing, on a register to be provided by the Hearing Examiner. The register shall include a section ~~where~~ in which persons may indicate their desire to be informed of the date on which the Hearing Examiner's report will be available and the date on which the agency submits the record to the Attorney General.

9 MCAR § 2.109 [Repealed effective 7-1-81 provided that Minn. Laws 1980, ch. 615, § 43 is not repealed or substantially amended prior to that time.]

9 MCAR § 2.110 Report of the Hearing Examiner.

A. Subsequent to the close of the record, the Hearing Examiner shall make his or her report pursuant to Minn. Stat. § 15.052, subd. 3.~~, and unless the approval of the Chief Hearing Examiner is required pursuant to Minn. Stat. § 15.0412, subd. 4d,~~ If the report contains findings that the rules as last proposed by the agency prior to the close of the record are needed and reasonable and are not substantially changed from those which were published in the *State Register*, and that the agency has fulfilled the relevant substantive and procedural requirements imposed on the agency by rule or law, the Hearing Examiner shall file the original of said report, together with the complete record of the proceedings, with the agency. Both the agency, if authorized by statute, and the Office of Administrative Hearings shall make a copy of said report available to any interested person upon request at a reasonable charge. ~~The phrase "recommended by the Hearing Examiner" as used in Minn. Stat. § 15.0412, subd. 4c, shall mean those changes in the rule, if any, and based upon the record, which the Hearing Examiner concludes are required in order to make the rule needed and/or reasonable and which would not constitute a substantial change. Where the Hearing Examiner identifies more than one option from which the agency may choose, then each of the options is deemed to be "recommended by the Hearing Examiner" provided that the Hearing Examiner has found, based upon the record, that the option is needed and reasonable and that adoption of the option would not constitute a substantial change.~~

B. If the Hearing Examiner's report contains findings that the rules as last proposed by the agency prior to the close of the hearing are substantially changed from those which were published in the *State Register*, or that the agency has failed to demonstrate the need or reasonableness of the rules, or has not fulfilled the relevant substantive and procedural requirements imposed on the agency by rule or law, he or she shall submit the report, together with the complete record of the proceedings, to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.0412, subd. 4d.

C. Upon receipt of a report from the Hearing Examiner, the Chief Hearing Examiner shall complete his review and submit his report, along with the complete record and the report of the Hearing Examiner, to the agency within 10 calendar days.

~~**9 MCAR § 2.111 Submission of rule to Chief Hearing Examiner.**~~

~~A. If the Chief Hearing Examiner's approval of the Hearing Examiner's report is required pursuant to Minn. Stat. § 15.0412, subd. 4d, the Hearing Examiner shall submit the report and the record to the Chief Hearing Examiner prior to filing with the agency as required by 9 MCAR § 2.110.~~

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

~~B. Pursuant to Minn. Stat. § 15.0412, subd. 4c, the agency shall, if it proposes to adopt the rules with changes other than as recommended by the Hearing Examiner, submit, the complete hearing record and a copy of the rules as proposed to be adopted, showing the changes, to the Chief Hearing Examiner.~~

~~C. The Chief Hearing Examiner shall complete his review and submit his report, along with the complete record, to the agency within ten calendar days.~~

9 MCAR § 2.111~~2~~ Substantial change. In determining whether the proposed final rule is substantially different, the Hearing Examiner ~~and the Chief Hearing Examiner~~ shall consider the degree to which it:

A. Affects classes of persons not represented at the previous hearing; or

B. Goes to a new subject matter of significant substantive effect; or

C. Makes a major substantive change that was not raised by the original Notice of Hearing in such a way as to invite reaction at the hearing; or

D. Results in a rule fundamentally different from that contained in the Notice of Hearing.

~~In making his substantial change determination pursuant to Minn. Stat. § 15.0412, subd. 4d, the Hearing Examiner shall compare the proposed rule or rule amendment as published in the State Register with the rule or rule amendment as last proposed by the agency prior to the close of the record. In making his substantial change determination pursuant to Minn. Stat. § 15.0412, subd. 4e, the Chief Hearing Examiner shall compare the rule or rule amendment as published in the State Register with the final rule or rule amendment as adopted by the agency.~~

9 MCAR § 2.112 Agency adoption of rules.

A. Upon receipt of a report directly from the Hearing Examiner, the agency shall, if it adopts the rules in accordance with the recommendations of the Hearing Examiner, submit the complete hearing record and a copy of the proposed rules to the Attorney General for a review as to form and legality, pursuant to Minn. Stat. § 15.0412, subd. 4e. If the agency proposes to adopt the rules with changes other than as recommnded by the Hearing Examiner, it shall, prior to submitting them to the Attorney General, submit the complete hearing record and a copy of the rules as proposed to be adopted, showing the changes, to the Chief Hearing Examiner for a determination as to substantial change between the final proposed rules and the proposed rules published in the *State Register*, pursuant to Minn. Stat. § 15.0412, subd. 4e.

B. Upon receipt of a report from the Chief Hearing Examiner, the agency shall, prior to submitting the proposed rules and the complete hearing record to the Attorney General, either take the actions prescribed by the Chief Hearing Examiner to correct any defects in the proposed rules, or proceed under the provisions of Minn. Stat. § 15.0412, subd. 4d.

9 MCAR § 2.203 C.11. Recommend a summary disposition of the case or any part thereof where there is no genuine issue as to any material fact or recommend dismissal where the case or any part thereof has become moot or for other reasons.

12. ~~Require that testimony be profiled in whole or in part.~~ Permit testimony, upon the request of a party or upon his own motion, to be prefiled in whole or in part where the prefiling will expedite the conduct and disposition of the case without imposing an undue burden on any party.

9 MCAR § 2.213 B. Motions. Any application to the Hearing Examiner for an order shall be by motion which, unless made during a hearing, shall be made in writing, shall state with particularity the grounds therefor, and shall set forth the relief or order sought. Motions provided for in these rules require a written notice, to all parties and to the agency, to be served five days prior to the submission of the motion to the Hearing Examiner, except where impractical. The Hearing Examiner may, at his discretion, require a hearing before an order on the motion will be issued. All orders on such motions, other than those made during the course of the hearing, shall be in writing and shall be served upon all parties of record and the agency if it is not a party. In ruling on motions where these rules are silent, the Hearing Examiner ~~may~~ shall apply ~~consider~~ the Rules of Civil Procedure for the District Courts ~~of~~ for the State of Minnesota to the extent that he or she determines that it is appropriate to do so in order to promote a fair and expeditious proceeding.

9 MCAR § 2.217 G.2.a. After opening the hearing, the Hearing Examiner shall, unless all parties are represented by counsel, state ~~ensure that the parties are aware of~~ the procedural rules for the hearing including the following:

(1) All parties may present evidence and argument with respect to the issues and cross-examine witnesses. At the request of the party or the attorney for the party whose witness is being cross-examined, the Hearing Examiner may make such rulings as are necessary to prevent repetitive or irrelevant questioning and to expedite the cross-examination to the extent consistent with disclosure of all relevant testimony and information.

(2) All parties have a right to be represented by an attorney at the hearing.

(3) The rules of evidence as set forth in 9 MCAR § 2.217 C.1.

9 MCAR § 2.217 G.3. Participation by agency head. An agency which is a party to a contested case may only participate in the hearing by the giving of testimony and through its designated representative or counsel. Where the agency is not a party and participates in the hearing in a neutral or quasi-judicial capacity, the agency head or a member of the governing body of the agency or his delegate may engage in such examination of witnesses as the Hearing Examiner deems appropriate.

Board of Animal Health

Adopted Rule 3 MCAR § 2.024 Control of pseudorabies.

The rule proposed and published at *State Register*, Volume 4, Number 32, pp. 1729 is adopted with the following amendments:

3 MCAR § 2.024 Control of pseudorabies.

B. General requirements.

4. Quarantines will be established by the board as authorized in Minn. Stat. ch. 35.05 (1978) on all swine herds in which a reactor to an official pseudorabies test is disclosed, or a clinical diagnosis, or a laboratory diagnosis of pseudorabies is made. The quarantine will be served on the owner.

5. Quarantined swine may be moved ~~only~~ to slaughter accompanied by a shipping permit issued by an accredited veterinarian or the Board, or by a notice of shipment, or with permission of the board to other premises presently under quarantine for pseudorabies. When it can be established that the quarantined herd ~~only~~ produces pigs for sale as feeders, ~~that no breeding stock has been sold~~ and there are no clinical signs of pseudorabies in the herd, the ~~individually~~ identified ~~feeder pigs~~ swine for feeding may be sold for movement for finishing under quarantine on premises where there are no breeding swine. These quarantined ~~feeders~~ swine can be sold only for slaughter.

Public Utilities Commission

Adopted Rules Governing Gas and Electric Utilities' Access to Customer Premises

The rules published and proposed at *State Register*, Volume 4, Number 36, pp. 1459-1461, March 10, 1980 (4 S.R. 1459) are now adopted, with the following amendments:

4 MCAR § 3.0304 Uniform access.

A. A utility shall not enter a customer's premises if:

1. The customer has not consented; or

2. The utility has not obtained a court order authorizing entry; or

3. An emergency situation involving imminent danger to life or property does not reasonably appear to exist.

B. A customer shall be deemed to have consented to entry if:

1. The customer has agreed orally or in writing in advance of entry that the utility may enter the customer's premises on a particular occasion; or

2. The cutomer has agreed in writing that the utility may enter the customer's premises to read its meter or service utility equipment at reasonable times and occasions if the premises are unlocked, or if the customer has supplied a key. The form of agreement shall state in large easy-to-read print: "YOU DO NOT NEED TO SIGN THIS AGREEMENT IN ORDER TO OBTAIN SERVICE. ~~and shall further provide that the agreement is revocable at will by the customer.~~ IF YOU DO SIGN THIS AGREEMENT, YOU MAY REVOKE IT AT ANY TIME BY WRITTEN NOTICE TO THE COMPANY." When consent has been given in accordance with this subdivision, the utility shall notify the customer, on an annual basis by first class mail, that the consent previously given will continue in force for an additional year, unless the customer revokes the consent by written notice to the utility; or

3. The customer is on a non-residential rate and the portion of that premises entered is open to the general public.

C. For the purpose of this rule "premises" means buildings and structures and land surrounding the buildings which is not accessible except through a locked gate.

D. A utility shall notify the jurisdictional law enforcement agency before entering the customer's premises without the customer's consent unless it would be unreasonable under the facts and circumstances to do so.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Public Utilities Commission

Adopted Rules Governing Telephone Inter-Exchange Access

The rules published and proposed at *State Register*, Volume 4, Number 27, pp. 1091-1095, January 7, 1980 (4 S.R. 1091) are now adopted, with the following amendments:

Rules as Adopted

4 MCAR § 3.0230 Purpose and authority. It is hereby declared to be in the public interest that the ~~Public Service Commission~~ Public Utilities Commission adopt rules to govern inter-exchange calling within the State of Minnesota in order to provide the flexibility required to meet the needs of the customers who reside within the various telephone exchanges; to reflect the geographical boundaries of individual customer calling patterns; to reflect the individuals' "community of interest"; to offer customers fair and economical rates consistent with the customers' needs; and to most efficiently utilize telephone facilities. These rules are adopted pursuant to the ~~Commission's~~ commission's rulemaking authority found in Minn. Stat. § 237.10 ~~(1978),~~ and the ~~Commission's~~ commission's authority to require telephone companies to charge just and reasonable rates and to furnish reasonably adequate service and facilities, Minn. Stat. § 237.06 ~~(1978)~~; to regulate the connection and disconnection between the exchange of one telephone company and the toll lines of another telephone company, Minn. Stat. § 237.12 ~~(1978)~~; and to regulate the construction of duplicating lines or equipment used for local, rural or toll telephone service, Minn. Stat. § 237.16.

4 MCAR § 3.0231 Definitions. ~~For purposes of the following rules the additional definitions apply:~~ In addition to the applicable definitions in Minn. Stat. § 237.01 and 237.02 and 4 MCAR § 3.0172, the following definitions apply to these rules:

A. "Community calling plan" means an optional service that allows the origination of toll calling at a fixed charge for an initial block of time per billing period and a unit charge for increments of time in a billing period beyond the initial block. A community calling plan may be proposed by a telephone company on its own initiative or after a petition by customers or upon an order from the public utilities commission after public meeting.

B. "Commission" means the public utilities commission.

C.~~B.~~ "Extended area service" means inter-exchange calling for which a message toll charge is not assessed.

4 MCAR § 3.0232 Community calling plans.

A. Petition.

1. Customer's in an exchange who desire a community calling plan shall file a petition with the department of public service. A copy of the petition shall be served on the telephone company which serves that exchange.

2. The petition shall be on a form supplied by the department. Blank forms shall be available from the department and in the offices of all telephone companies.

3. The petition shall include:

a. The name of the telephone company that serves the exchanges;

b. the name of the exchange and the principal city in the exchange;

c. the name, address and telephone number of the person representing petitioners to whom correspondence and commission orders shall be sent;

d. the name, address and telephone number of each person signing the petition; and

e. a statement that the signing customers request the community calling plan for their exchange.

4. The petition shall be signed by 15 percent or more of the customers or 200 customers, whichever is less, in the petitioning exchange.

5. There shall be only one signature per customer account. In the case of a business customer, a duly authorized agent or representative must sign.

6. The sponsor of the petition shall certify that the signatures on the petition are valid and comply with this rule.

B. Filing of tariff.

1. Within 30 days of service of the petition, the telephone company serving the exchange shall file with the commission a tariff that contains a community calling plan suitable to meet the needs of the petitioning exchange. The telephone company may request that the tariff be effective immediately on commission approval. The tariff ~~may~~ shall be reviewed by the commission as a miscellaneous tariff filing.

2. A telephone company may initiate a community calling plan without being petitioned by filing a tariff that complies with this rule. The tariff ~~may~~ shall be reviewed by the commission as a miscellaneous tariff filing.

C. Contents of plan.

1. The community calling plan shall provide during each billing period for an initial block of time and increments thereof at a rate below the rate that would occur for the existing toll schedule.

2. The community calling plan shall not exceed 40 miles in radius, as measured between central basing points i.e., the vertical and horizontal coordinates of rate centers and exchanges in each exchange, unless the commission finds in writing, that the public need requires, or that the community of interest exists in an area with a larger radius. If the central basing point is within the radius described here, all of the exchange shall be included in the community calling plan.

3. The community calling plan shall not be limited to a specific direction, unless the commission finds in writing that the public need requires or the community of interest is limited to less than a 360 degree arc, but exchanges located within 40 miles of a metropolitan district central basing point may be offered a point to point calling plan. "Metropolitan district" means the exchange service areas for Duluth, St. Paul-Minneapolis, Rochester, or St. Cloud, as found on the service area maps filed at the department ~~of public service~~. "Point to point" means calling central basing points in less than a 360 degree arc.

4. The community calling plan shall apply to residential and business customers~~;~~. ~~the~~ The commission ~~may~~ shall authorize different rates for ~~each class of customer.~~ residential and business customers if the commission finds it just and reasonable based upon the existing rate relationship between the two classes of service.

D. Settlements. Settlement agreements between Northwestern Bell Telephone Company and all operating telephone companies that settle on a cost basis shall be revised to recognize the level of revenue generated by each message which qualifies for the community calling plan. ~~Each revised agreement shall be submitted to the commission for its review and approval.~~ The commission shall review each revised settlement agreement to determine whether the agreement accurately reflects the revenue impact of the community calling plan upon the telephone companies involved and approve those agreements which are just and reasonable. In determining whether an agreement is just and reasonable, the commission shall consider:

1. duration of qualifying messages;

2. number of qualifying messages;

3. expenses related to processing qualifying messages;

4. length of haul of qualifying messages;

5. revenues generated by qualifying messages.

4 MCAR § 3.0233 Extended area service.

A. Petition.

1. Customers that desire installation or removal of extended area service from an exchange shall file a petition with the department of public service. A copy shall be served on the telephone company that serves the exchange and on the telephone company that serves the exchange to which the installation or removal of extended area service is desired.

2. The petition shall be on a form supplied by the department. Blank forms shall be available from the department and in the offices of all telephone companies.

3. The petition shall include:

a. the name of the telephone company serving the ~~petitioner's~~ petitioners' exchange;

b. the name of the telephone company serving the exchange to which the installation or removal of extended area service is desired;

c. the name of each exchange and the principal city in each exchange;

d. the name, address and telephone number of the person representing the petitioners to whom correspondence and the commission's order shall be sent;

e. the name, address and telephone number of each person signing the petition; and

f. a statement that the signing customers desire to have extended area service either installed or removed from the named exchanges.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

4. The petition shall be signed by 15 percent or more of the customers or 600 customers, whichever is less, in the petitioning exchange.

5. There shall be one signature per billing number. In the case of a business customer, a duly authorized agent or representative must sign.

6. The sponsor of the petition shall certify that the signatures on the petition are valid and comply with this rule.

7. The petition shall be kept on file and made available to the public at the department ~~of public service~~ and in the local exchange office of the telephone companies. Anyone who wishes to challenge the validity of the signatures on the petition shall file a written protest, and shall identify the grounds therefore, with the department within 30 days of service of the petition. Copies of the protest shall be sent to the petition sponsor and to the telephone companies. The commission and the telephone companies shall use customer billing records to check the validity of the signatures.

B. Traffic study. The telephone company serving the petitioning exchange shall conduct a telephone traffic study between the exchanges for which the installation or removal of extended area service is proposed, unless other, equally reliable traffic study data is presently available. Centralized Message Data System (CMDS) data may be considered acceptable traffic study data. The traffic study shall be filed with the department within 45 days of the date of service of the petition. The commission shall grant an extension of time upon a finding that appropriate CMDS data, or other reliable data, are presently unavailable.

C.~~B.~~ Tariff filing. Within 50 days of the date of service of the petition, the telephone companies shall file with the department tariffs that contain the proposed rates for the exchanges if extended area service is installed or removed and either a statement of intention to install or remove the extended area service if the commission should order them to do so or a notice of objection to installation or removal of Extended Area Service. The commission shall grant an extension of time upon a finding that the company is unable to collect and compute the information required for a tariff filing within the 50 day time limit without undue hardship.

1. The proposed rates shall be based on the company's statewide average embedded book cost to provide or savings due to removal of the service. The cost or savings shall be determined using the ratio of the company's statewide average embedded book cost to current cost applied to the current engineering cost of furnishing extended area service over the specific route.

2. The cost ~~or savings due to installation or removal~~ of providing or the savings from removing extended area service over the petitioned route shall be divided equally between the exchanges involved unless the commission determines that an alternative cost apportionment is fair and reasonable~~.~~, based upon facts; through 7 and 11 of 4 MCAR § 3.0233 D.

3. The cost or savings shall be apportioned among the customers in an exchange so that the relationship between the rates for the classes of service remains the same.

D. Stipulation of facts. Within 60 days of the date of service of the petition, the staff of the department of public service and the telephone companies serving the exchanges in question shall enter into a stipulation of facts, which shall contain information upon which the commission can base a determination of whether the public ~~convenience~~ interest requires installation or removal of the Extended Area Service. The stipulation of facts, no single one of which shall be dispositive, shall contain the following information:

1. The results of the traffic study.

2. The cost study based on the embedded book cost.

3. The proposed rates if Extended Area Service is installed or removed.

4. The size of the exchanges involved.

5. The location of government, commercial, employment, and social centers for persons living within the petitioning exchange.

6. The location of schools and school districts serving the petitioning exchange.

7. The location of medical, emergency medical, law enforcement, and fire protection services serving the petitioning exchange.

8. If installation is desired, the additional facilities that will need to be installed and the existing facilities that will be utilized and that will no longer be utilized.

9. If removal is desired, what facilities will no longer be useful or reuseable for other services.

10. When ordered by the commission, the results of any informational polling of the subscribers in one or both exchanges.

11. The average monthly toll billings per main station over the proposed route.

E. Public meeting. Within five days of receipt of the stipulation, the commission shall schedule a public meeting. The public meeting shall be conducted no later than 45 days after the stipulation is received by the commission.

F. Hearing. The petition shall be assigned to the ~~Minnesota~~ Office of Hearing Examiners for contested case hearing if within 10 days after the public meeting:

1. Either company files ~~with the tariff~~ a notice of objection to the installation or removal of Extended Area Service as requested by the petition; or

2. Ten percent or more of the customers or 100 customers, whichever is less, in ~~either exchange~~ at least one affected exchange file a notice of objection with the commission or the commission finds that such a number of customers appeared at the public meeting and ~~give~~ gave notice of their objection to the installation or removal of extended area service as sought in the petition.

The staff of the departmemt ~~of public service~~ and the telephone companies shall establish a record before the hearing examiner which includes the information required under the stipulation of facts. The record may be established by a stipulation of facts or by testimony and exhibits containing the necessary information. Comments mailed to the hearing examiner shall become part of the record.

G. Notice. In addition to notice required by statute or the rules of the Office of Hearing Examiners, the telephone companies serving the exchanges shall give notice of the public meeting or hearing to all customers in the affected exchanges by billing insert, and publication in the legal newspapers of the county seat towns in the counties in which the exchanges involved are located. The customers shall be given a minimum of 10 days notice of the public meeting or hearing. The notice shall contain an explanation of the proposed installation or removal plan, the proposed rate, the time, date and location of the public information meeting or hearing, statement that comments may be sent by mail to the ~~public service~~ commission or the hearing examiner, and the address of the Public ~~service~~ Utilities Commission or Office of Hearing Examiners.

H. Final order of the commission.

1. If a contested case hearing is not necessary, the final order of the commission shall be issued within 30 days of the public meeting.

2. If a contested case hearing is held, ~~a final order of the commission is due 120 days after the order for hearing is served on the hearing examiner.~~ the commission will issue a final order within 60 days after receipt of the report of the hearing examiner.

3. The commission shall order the installation or removal of extended area service if it finds that such an action is required by the public ~~convenience~~ interest.

I. Repetitioning. The commission shall not order the removal of extended area service within five years of installation nor shall the commission consider a petition for installation of extended area service sooner than two years after denying a previous petition for installation of extended area service between the same two exchanges.

Department of Transportation
Public Transportation Division

Adopted Amendments to Rules on Public Transit Subsidy, Paratransit Grant Program, Regular Route Transit Improvement Program, Financial Application for Subsidy and Grant Assistance, Uniform Performance Standards in the Metropolitan Transit Taxing District, and the Public Transit Capital Grant Assistance Program

The above-captioned rules (14 MCAR §§ 1.4025-1.4030) which were proposed and published at *State Register*, Volume 4, Number 42, pp. 1677-1688, April 21, 1980 (4 S.R. 1677) are now adopted, with the following amendments:

Rules as Adopted

14 MCAR § 1.4025 General provisions.

A. Authority. The Minnesota Department of Transportation is authorized to adopt rules necessary to carry out the Public Transit Subsidy Program, Paratransit Grant Program, the Regular Route Transit Improvement Program, and the Public Transit Capital Grant Assistance Program pursuant to Minn. Stat. ch. 174 and Minn. Stat. § 15.0412.

B. Definitions. The following terms as used in these rules have the following meanings:

1. "Department" means the Department of Transportation.

2. "Regular Route Transit Improvement Program" means state financial assistance granted to an eligible recipient in accordance with the Minn. Stat. § 174.26.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

3. ''Public transit'' or ''transit'' means general or specific transportation service provided to the public on a regular and continuing basis. ''Public transit'' or ''transit'' includes paratransit and regular route transit. For the purposes of these rules, this term does not include air or rail transit.

4. ''Subsidy assistance'' means state financial assistance granted to an eligible recipient in accordance with the Public Transit Subsidy Program established pursuant to Minn. Stat. § 174.24.

5. ''Operating deficit'' means the amount by which the total operating expenses incurred in the operation of the public system exceeds the amount of operating revenue derived therefrom and the amount of any social fare reimbursement pursuant to Minn. Stat. § 174.24, subd. 4. Financial assistance received from the federal government for the operation of a public transit system shall be treated as revenue for the purpose of determining the operating deficit.

6. ''Commuter van'' has the meaning given it in Minn. Stat. § 221.011.

7. ''Development region'' has the meaning given to it by Minn. Stat. § 462.384.

8. ''Paratransit'' means the transportation of passengers by motor vehicle or other means of conveyance by persons operating on a regular and continuing basis and the transportation of passengers as its primary and predominant purpose and activity, but excluding regular route transit. ''Paratransit'' includes transportation by car pool and commuter van, point deviation and route deviation services, shared-ride taxi service, dial-a-ride service, and other similar services.

9. ''Regular route transit'' means transportation of passengers for hire by a motor vehicle or other means of conveyance by any person operating on a regular and continuing basis as a common carrier on fixed routes and schedules. ''Regular route transit'' does not include transportation of children to or from school or of passengers between a common carrier terminal station and a hotel or motel, transportation by common carrier railroad or common carrier railroads or by taxi, transportation furnished by a person solely for his or its employees or customers, or paratransit.

C. Program applications. The program application procedure shall consist of a preliminary and final application. (See 14 MCAR §§ 1.4026, 1.4027 and 1.4028 for other rules relating to final application.)

The preliminary application must be submitted to the department and appropriate regional development commission for review and approval for consistency with regional transportation plans and development guides prior to the department approving the application. The RDC as part of their review will insure that existing public or private transit service in the proposed service area has the opportunity to comment on the proposed project. The RDC in their review will indicate this has been accomplished. Any regional development commission that has not adopted a transportation plan may review but may not approve or disapprove an application. The regional development commission must transmit its comments to the department within forty-five days of the receipt of the application. The preliminary application must also be submitted to the local transit authority, commission or system for review and comment as to consistency with its approved transportation development program. That review must be submitted to the department and RDC within thirty days of receipt. No comment from the RDC, local transit authority, commission or system will constitute a positive comment from such commission, authority or system. After considering those comments and within sixty days of receipt of preliminary application, the department shall determine and notify the applicant of its eligibility to submit a final application.

The final application must also be submitted to the RDC and transit authority, commission or system for comment. The department will allow any regional development commission or transit system to wtihdraw their approval or comment for any final application that deviates significantly from the preliminary application. Those comments must be submitted to the department within 15 days of receipt. The department will act upon the final application within 20 days of receipt.

Approval of applications shall be based on criteria in 14 MCAR §§ 1.4026, 1.4027 and 1.4028.

D. Regulation of use of subsidy and demonstration assistance.

1. State audits. The financial records of the eligible recipient will be audited by the department. A benchmark audit of the recipient's books shall be required at the beginning of the first contract period and prior to contract execution and fund encumbrance. Another audit shall be required at the end of the contract period to establish an approved total operating deficit. The department shall conduct an interim audit of an approved total operating system that is sold during the contract period as of the effective date of the ownership transfer. Other audits may be made by the department. The eligible recipient will be required to conduct an audit of the participating public transit system financial records.

2. Record keeping. The eligible recipient and participating public transit system shall maintain accounting and other records as required by the department. These records will permit audit verification of all transit cost allocations claimed during the contract period.

3. Project evaluation. The department shall use the management plan required pursuant to 14 MCAR § 1.4028 as a basis for monitoring and evaluating the performance of the participating public transit system during the contract period. Public transit policy management decisions made and actions taken during the contract period shall conform with the management plan. Any proposed deviation from the management plan shall be reported to the department for approval prior to implementation. Failure to secure approval will jeopardize continued subsidy or demonstration assistance.

4. Third-party contracts. Private and public organizations may participate in projects by contract with the eligible recipient. Mn/DOT concurrence is required for third party contract.

5. Penalties. When the eligible recipient fails to faithfully comply with the terms and conditions of the contract, the department may terminate all or part of the subsidy or demonstration assistance awarded to the eligible recipient.

14 MCAR § 1.4026 Public transit subsidy program.

A. Purpose. The purpose of the Public Transit Subsidy Program is to supplement local effort in financing public transit systems in order to preserve and develop public transit and a balanced transportation system in the state.

B. Eligibility.

1. Eligible recipients. Any legislatively established public transit commission or authority, any county or statutory or home rule charter city providing financial assistance to public transit, any private operator of regular route transit, or any combination thereof is eligible to receive financial assistance through the public transit subsidy program.

2. Eligibility factors. A public transit system with a total operating deficit projected for the contract period shall be eligible for subsidy assistance. Deficits incurred prior to this period shall not be eligible for subsidy assistance. When a legislatively established public transit commission or authority is in existence, any application for the area under the jurisdiction of the commission or authority must be submitted by that commission or authority, except any private operator of regular route transit in the metropolitan transit taxing district as defined in Minn. Stat. § 473.446, subd. 2 may apply directly to the department.

C. Application for subsidy assistance.

1. General. The application for subsidy assistance shall be submitted in two stages: preliminary and final applications. The department shall assist the applicant in the preparation of the final application upon request. Subsidy assistance may not be used to pay any costs incurred by the applicant in the preparation, submission or processing of applications.

2. Preliminary application. The preliminary application shall be submitted to ascertain the probable eligibility of the applicant, including projected total operating deficit and projected availability of state and local financial assistance. For a particular public transit system, only one preliminary application shall be submitted on behalf of all units participating in the system. The preliminary application shall be in the form and manner prescribed by the department and shall contain the information required by the department, including the following:

a. The applicant's legal name;

b. The official name of the public transit system for which the subsidy assistance would be used;

c. The common carrier certificate number of public transit system prescribed by the Minnesota Public Service Commission;

d. The amount of subsidy assistance requested;

e. A narrative describing the transit service; and

f. A description of the transit costs allocation method.

g. The preliminary application shall be submitted to the department and appropriate RDC as required in 14 MCAR § 1.4025 C.

A preliminary application that contains all of the above information will be approved for submittal of a final application.

3. Final application. The final application shall be submitted to determine the subsidy assistance to be granted and basic elements in the agreement. It shall be submitted by an applicant who has received notice that, based on its preliminary application, it is an eligible recipient. It shall be submitted to the department and appropriate RDC and include the elements specified in 14 MCAR § 1.4028. When the eligible recipient has submitted or anticipates submitting an application for assistance under the demonstration program 14 MCAR § 1.4027, during the contract period, that project must be identified in the application.

D. Determination of subsidy assistance.

1. Total operating deficit. In determining the total operating deficit of a public transit system, the following shall apply:

a. Generally accepted accounting principles and practices;

b. Depreciation on capital equipment that was purchased with state or federal financial assistance shall be excluded in the computation of total operating expenses to the extent of the federal or state assistance;

c. Subsidy assistance shall be considered on the basis of the total project deficit for the proposed contract period;

d. A deficit incurred as the result of authorized increased services shall be considered in determining eligibility;

e. An eligible recipient shall treat financial assistance received from any agency of the federal government for the operation of a public transit system as revenue for the purposes of determining its total operating deficit.

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2. Factors in subsidy assistance. The department shall review the application and determine the amount of subsidy assistance, if any, that shall be given to the eligible recipient.

a. The department shall use the management plan required pursuant to 14 MCAR § 1.4028 as a basis for allocation of subsidy assistance to an eligible recipient. In the allocation of subsidy assistance, the department shall consider population transit ridership, relative need for public transit, new developments, and prior local assistance. Subsidy assistance shall not exceed two-thirds of the total operating deficit of the public transit system, as approved by the department. The eligible recipient shall establish to the satisfaction of the department that at least one-third of the total operating deficit will be available from local sources during the contract period. When more than one unit contributes assistance to the operation of the public transit system, the share contributed by each shall be specified.

b. In the Minneapolis-St. Paul Metropolitan transit taxing district as defined in Minn. Stat. § 473.446, subd. 2 private operators of transit service that are eligible recipients may receive a grant for up to 100% of their operating deficit. The amount of the grant shall be based on the uniform performance standards specified in 14 MCAR § 1.4029.

E. Contract.

1. Content. The subsidy assistance contract shall be based upon the final application. It shall specify the amount of subsidy assistance that shall be awarded to the eligible recipient and shall be effective for a period of no more than one (1) year. It shall include the assurance of the eligible recipient that it will provide the required local share. For a particular public transit system, only one contract shall be executed on behalf of all units participating in the system.

2. Disbursement schedule. The contract shall specify a monthly or quarterly disbursement schedule at the pleasure of the recipient. Disbursements will reimburse the recipient based on the claimed operating deficit for the monthly or quarterly reporting period, but will not be allowed to exceed the estimate in the final application. At the end of seven months if it appears that the existing contract limit shall be insufficient the department will, upon application, amend the contract.

As agreed to in the contract, a portion of the final payment of the transit subsidy shall be withheld pending a final audit of the public transit system's books by the department at the termination of the contract. The final audit shall be used by the department to verify the transit costs claimed during the contract period. When the supplemental assistance is more than two-thirds of the total operating deficit, the final payment shall be reduced accordingly. Any overpayment by the state shall be returned to the State Treasury at the request of the department.

14 MCAR § 1.4027 Paratransit grant and regular route transit improvement program.

A. Paratransit purpose. The purpose of the Paratransit Grant Program is to plan, promote, demonstrate, and evaluate the effectiveness, cost, and efficiency of paratransit as a means of accomplishing program objectives.

B. Paratransit objectives. The objectives of the Paratransit Grant Program are:

1. To provide transportation services which improve the accessibility and productivity of regular route transit;

2. To provide transportation services in those areas inefficiently or inadequately served by regular route transit;

3. To provide transportation services for persons who because of age or incapacity are unable to drive a private automobile or use existing modes of public transit;

4. To show how existing single occupant auto drivers can be diverted to paratransit or other public transportation modes; and

5. To determine the most effective manner of providing paratransit services. A potential demonstration project shall be designed to meet directly one or more of these program objectives.

C. Eligible recipients. Any public or private agency, entity, or person is eligible to receive financial assistance through the Paratransit Grant Program.

D. Regular route program objective. The objective of the Regular Route Transit Improvement Program is to provide financial assistance for improvements in the accessibility, quality, economic performance, or patronage of regular route transit service by the following means:

1. Expansion of existing routes and addition of new routes in areas that previously have not been served or have been served inadequately by regular route transit;

2. Management and operations improvements without expanding existing routes or adding new routes.

A potential improvement project shall be designed to meet program objectives by one of these two methods. Not less than 40 percent nor more than 60 percent of the total financial assistance available shall be granted to projects for improvements by each method.

E. Eligible recipients. Any organization that qualifies under 14 MCAR § 1.4026 B.1. who operates, intends to operate, or assists in the operation of regular route transit services is eligible to receive financial assistance through the regular route transit improvement program.

F. Eligible projects. An eligible project for Paratransit Grant and Regular Route Improvement programs shall meet the following requirements:

1. It shall be designed to have potential for general applicability in other areas of the state;

2. It shall demonstrate the effect of improved public transit service; and

3. It shall meet one or more of the program objectives in 14 MCAR § 1.4027 B. or D.

An application should include a request for funding an ongoing evaluation of the project.

G. Determination of grant assistance.

1. General. The application for grant assistance shall be submitted in two stages: preliminary and final applications. The department shall assist the applicant in the preparation of application upon request. Grant assistance may not be used to pay any costs incurred by the applicant in the preparation, submission or processing of the applications.

2. Preliminary application. The preliminary application shall be submitted to ascertain the probable eligibility of the applicant, including projected availability of state and local financial assistance. For a particular public transit system, only one preliminary application shall be submitted on behalf of all units participating in the system. It shall be in narrative form and shall contain the following:

a. Project objectives. A narrative describing the purpose of the proposed project shall include the manner in which it will meet one or more of the program objectives.

b. Project description. The following must be discussed:

(1) The content of the project;

(2) The time schedule proposed for completion of the project;

(3) The public transit service including identifying proposed service levels and daily hours of operation;

(4) The compatibility of the project with any existing transit service;

(5) The potential for continuation of the project beyond the demonstration phase;

(6) A project budget, by categories of expenditures, including sources and amounts of non-state funding;

(7) A description of the applicant's organization including the key personnel and their experience.

(8) Identification of the market to be served, including the proposed daily and weekly patronage.

(9) Transit cost allocation procedures.

A preliminary application that contains all of the above information will be approved for submittal of a final application.

The preliminary application shall be submitted to the Department and appropriate regional development commission and transit systems as required in 14 MCAR § 1.4025 C. The department will assist in the planning of a system or the preparation of the applications if requested.

3. Final application. The final application shall be submitted to determine the financial assistance to be granted and the basic elements of the agreement. It may be submitted only by an applicant who has received notice that, based on its preliminary application, it is an eligible recipient. It shall be submitted to the department and appropriate RDC in the form and manner prescribed by the department and shall include the elements specified in 14 MCAR § 1.4028. When the eligible recipient has submitted or anticipates submitting an application for assistance under the Public Transit Subsidy Program, 14 MCAR § 1.4026, during the contract period, this shall be briefly discussed in the application.

4. Application evaluation. The criteria that will be used by the department to evaluate and approve proposed projects are:

a. Potential for meeting one or more of the program objectives;

b. Potential in demonstrating specific concepts that are applicable in other areas of the state;

c. Degree of innovation incorporated;

d. Compatibility and coordination with existing regular route and paratransit systems;

e. Potential for integration with existing transit service;

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f. Evidence of local government and public support;

g. Ability to continue a successful project beyond the demonstration phase;

h. Efficiency in the use of energy resources to accomplish objectives; and

i. Cost effectiveness of the project.

H. Contract

1. Content. The demonstration contract shall be based upon the final application. It shall specify the amount of the demonstration assistance that shall be awarded to the eligible recipient and shall not exceed one year. It shall include the assurance of the eligible recipient that it will provide the required local share and carry out the management plan. For a particular public transit system, one contract shall be executed on behalf of all units participating in the system.

2. Disbursement schedule. Disbursements will reimburse the recipient based on the claimed deficit for the monthly reporting period, but will not be allowed to exceed the contract amount.

As agreed to in the contract a portion of the final payment shall be withheld pending an audit of the transit system's books by the department at the termination of the contract. This final audit shall be used by the department to verify the transit costs claimed during the contract period. When the grant assistance is more than the approved limit of the total cost, the final payment shall be reduced accordingly. Any overpayment by the state shall be returned to the State Treasury.

14 MCAR § 1.4028 Final application for subsidy and grant assistance. The final application for the subsidy program or for the grant program shall be a form as prescribed by the department and shall contain the following:

A. Management plan. The basic component of the final application shall be a management plan that details all of the planned and anticipated events that will affect the public transit system's operating revenue and expenses during the contract period.

1. Purposes. The essential purposes of a management plan are:

a. To document the maintenance or improvement of public transit services;

b. To identify and implement policies and practices to increase the efficiency of public transit operations; and

c. To insure that state assistance will be spent wisely.

2. Content. The final application shall include the following elements which may vary in detail with the size of the public transit system:

a. Ownership. The ownership of the participating transit system during the contract period shall be described.

b. Levels of service. The levels of service provided by the participating public transit system during the contract period shall be described.

c. Fares. The fare structures anticipated during the contract period shall be described.

d. Marketing. A proposed marketing program shall be described in general terms, including the costs benefits of the major elements. Elements of a marketing program shall include:

(1) Market research;

(2) Public information;

(3) Promotion;

(4) Advertising;

(5) Community relations; and

(6) Employee relations.

e. Capital improvements. Any actual or anticipated capital improvements in the participating public transit system during the contract period shall be described. Capital improvements include, but are not limited to: buses, fareboxes, communications equipment, storage and maintenance facilities and equipment, passenger shelters, and bus-stop signs.

f. Non-capital improvements. Any anticipated non-capital improvements proposed in the participating public transit service area during the contract period shall be described. Non-capital improvements include, but are not limited to:

(1) Staggering work hours;

(2) Regulating supply and prices of off-street parking; and

(3) Increasing daytime parking rates on workdays.

g. Revenue contracts. Revenue producing contracts relating to the public transit services provided by or for the eligible recipient shall be described. A copy of the contract will be required as part of the final application.

The following types of contracts shall be discussed:

(1) Contracts with private and public schools, colleges and universities;

(2) Contracts with private and public organizations that guarantee a minimum revenue on regular or special route(s);

(3) Contracts with private and public organizations that purchase rides for employees or patrons; and

(4) Advertising contracts.

h. Traffic improvements.

(1) Any traffic improvements made in the public transit service area during the contract period that will affect directly the speed and reliability of transit services shall be described. Examples of traffic improvements include:

(a) Use of exclusive or preferential streets, bus lanes, or expressway ramps;

(b) Control of traffic lights by buses;

(c) Provision of fringe parking spaces with express or improved bus service;

(d) Provision of bus turnouts; and

(e) Priority snow-plowing of transit routes.

(2) The discussion of each type of traffic improvement shall include the following:

(a) The date the traffic improvement is expected to be made; and

(b) The expected impact of the traffic improvement upon estimated public operating revenues and expenses.

i. Expenses contracts. Any contracts for services and goods relating to the public transit services provided by or for the eligible recipient and others shall be described.

The types of contracts to be discussed include:

(1) Contracts for management and consulting services;

(2) Contracts for storage and maintenance of buses;

(3) Contracts for the lease or purchase of tires and tubes;

(4) Contracts for fuel and lubricants;

(5) Contracts for liability and property insurance;

(6) Contracts, union and non-union, with transit system employees.

A copy of each contract will be required as part of the management plan.

j. Preventive maintenance. The participating public transit system's planned preventive maintenance program for the contract period shall be described. Elements of a preventive maintenance program typically include:

(1) Defect reporting by drivers;

(2) Daily fueling inspection;

(3) Mileage inspection; and

(4) Inventory controls.

B. Organization. The local institutional or organizational structures established to carry out the management plan shall be described, including a description of the technical policy and decision-making organizations responsible for directing, controlling, reviewing, and implementing the management plan. The relationships between these various organizations shall be illustrated in a simple diagram following the narrative. In addition, the following questions shall be answered:

1. Who is directly responsible for the day-to-day management and operation of the transit system?

2. Who is directly responsible for negotiating wage contracts with the employees of the transit system?

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3. Where more than one local unit of government participates in the program, who represents the applicant public body in negotiations with surrounding communities? Who represents the surrounding communities?

4. Who will represent the applicant public body in negotiating an assistance contract with the state, and how shall a contract be ratified by the applicant public body?

5. Who is responsible for filing reports for the transit system with the Minnesota Public Service Commission?

C. Financial conditions. Financial data shall be reported in the form and manner prescribed by the department. The cash accounting method shall be used to report financial data unless otherwise authorized by the department.

1. For the transit subsidy program, this financial data shall contain the audited figures for a twelve (12) month period preceding the contract period and estimated figures for the contract period.

2. For the grant program, the financial data shall contain estimated figures. When the grant project is associated with an existing public transit system, the financial data shall include the audited figures for a twelve (12) month period preceding the contract period.

D. Financial statement. A detailed breakdown of operating expenses shall be required. The projection of revenues and expenses should reflect the policies and practices outlined in the management plan.

E. Operating statistics. The actual and anticipated operational characteristics of the public transit system in a twelve (12) month period preceding the contract period and/or the contract period shall be described. This discussion shall include revenue passengers, monthly ridership, total operating miles, revenue hours, and other relevant information required by the department.

F. Sources of local funds. The sources and type of revenue that the eligible recipient and each participating unit will use to match the supplemental or demonstration assistance shall be identified.

G. Fuel supplies. Existing and potential problems that the public transit system faces in obtaining adequate fuel supplies during the contract period shall be identified, including the status of contracts with fuel suppliers, the prospects for securing contracts for the contract period, the time between deliveries under normal and anticipated conditions, and any other pertinent facts.

The existing rules dated August 23, 1974 under Laws 1974, ch. 534 are rescinded.

14 MCAR § 1.4029 Uniform performance standards for private operators in the metropolitan transit taxing district.

A. General.

1. These rules set forth a description of what shall be considered minimum levels of performance or design and identify the standards against which existing services will be evaluated and for planning new or modified services.

2. Performance standards have been developed to apply to the unique financial and geographical characteristics encountered by private operators in the Metropolitan Area as defined in Minn. Stat. § 473.446. These standards are not necessarily the same ones utilized by the Metropolitan Transit Commission (MTC). The MTC service standards are spelled out in the "TRANSPORTATION DEVELOPMENT PROGRAM AND TRANSPORTATION IMPROVEMENT PROGRAM (1978-1983)."

B. Definitions. The following terms as used in these rules will have the following meanings:

1. "Regular service" shall mean a bus service operating primarily on arterial streets making a minimum of 5 pickup or dropoff stops per mile and having an average operating speed of 15 mph or less.

2. "Express service" shall mean a bus service having the following characteristics:

a. Average operating speed in excess of "regular" bus service speeds and nearly equivalent to average automobile speeds for the same trip.

b. A limited-stop route segment which is greater than 50% of the route's one-way mileage. Limited-stop route segment is defined as one-half or less than the minimum stops for regular service.

3. "School service" shall mean extra bus trips on "regular or express" service, designed to transport students either on the route or directly to or from a school.

4. "Contract service" shall mean bus service operated under contract (or as a charter) to provide service to a specific market.

5. "Linehaul service" shall mean direct, point-to-point travel over distances (route length) greater than two (2) miles between residential areas and activity centers of business districts.

6. "Feeder service" shall mean providing access to or from a linehaul service.

7. "Crosstown service" shall mean bus service connecting either community subcenters or linehaul services emanating radially from a central business district (CBD). It shall generally be construed to mean nonradial travel that is not directed to or from a central business district.

8. "Peak period" shall mean the hours of 6:30 a.m. to 9:00 a.m. and 3:30 p.m. to 6:00 p.m. weekdays.

9. "Off peak periods" shall mean all other times not included under "Peak period."

10. "Headway shall mean the time interval between two consecutive buses (Frequency of Service) measured at the maximum load point.

11. "On time performance" shall mean zero minutes early and no more than five (5) minutes late at a scheduled time point.

12. "Load factor" shall mean the ratio of the number of passengers on board versus the number of seats provided measured at the maximum load point(s) on a particular route.

13. "Capacity" shall mean the number of passenger seats made available.

14. "Peak period bus requirement" shall mean the maximum number of transit units an operator must have in service to meet scheduled trips excluding spare units.

15. "Route miles" shall mean the one-way mileage between route termini.

16. "Bus miles" shall mean the miles operated by a transit unit from the time it leaves the garage until it returns including "pull-out" and "pull-in" mileage.

17. "Passenger per mile" shall mean the number of passengers carried divided by the number of bus miles operated.

18. "Vehicle hours" shall mean the hours operated by a transit unit from the time it leaves the garage until it returns including "pull-out" and "pull-in" time.

19. "Revenue hours/revenue miles" shall mean the miles or hours operated by a transit unit on a route excluding "pull-in"/"pull-out" miles and hours. Same as "scheduled" hours/"scheduled" miles.

20. "Deadhead miles" shall mean those miles operated for the purpose of maintenance testing, driver training and garage transfers.

C. Purpose. The purpose of uniform performance standards for private operators in the metropolitan transit taxing district is:

1. To increase the number of persons riding and the rate at which persons are diverted from driving to riding.

2. To achieve the fullest and most efficient use of public resources and investments in public transit.

3. To provide adequate service levels within geographic areas and on route segments characterized by high density of demand for service and for the transit dependent population.

D. Objectives. The objectives of uniform performance standards for private operators in the metropolitan transit taxing district are:

1. The public transit service provided by state funded private operators within the Metropolitan Area as defined in Minn. Stat. § 473.446 shall be designed, operated and maintained to attract patrons in such numbers as to assure continuing viability as a reasonable alternative to the private automobile.

2. Prime consideration shall be given to the safety of operators and passengers.

3. Each private operator's system shall be maximized within the Metropolitan Urban Service Area and shall be consistent with the Development Guide of the Metropolitan Council.

4. Existing service levels shall be evaluated for economic considerations, public necessity and ability to attract new patrons from competing modes of transportation.

5. Service shall be designed to minimize door-to-door travel time.

6. Service changes shall be made on the basis of feasibility and the attendant physical, operational, economical, financial and social merits.

7. Each private operator shall provide some opportunity for local input into their systems' service levels and route structures.

8. Service provided by the private operators shall be comparable to and compatible with other service offered in the Metropolitan Urban Service Area.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION —** Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

E. Service standards.

1. Route spacing. Route spacing is a function of population density and physical considerations such as terrain and adequate roadways.

Minimum Route Spacing

Population Per Square Mile (1) (Thousands)	Route Spacing or (Miles)	Route Miles Per Square Mile
4 & over	0.50	1.50
2-4	1.00	1.00
0-2	2.00	0.50

(1) Land acreage only.

2. Directness of service.

a. Schedule leave and arrive times for routes having common termini shall be coordinated to the maximum extent possible.

b. Not more than 25% of the total systems riders will be required to transfer between an operator's vehicles to complete their trip.

3. Route layout.

a. Route alignment shall be as direct as possible, and to the maximum extent feasible, areas with no adjacent land development will be avoided in laying out the collector portion of a route.

b. Service shall be operated over permanently paved streets having at least ten (10) foot lanes.

c. Service shall not be operated over streets which continually exhibit danger-producing situations such as steep grades; poorly plowed or sanded roadways; or streets where parking habitually encroaches on the roadway reducing passageway to less than 10 (10) feet.

4. Frequency of service. A sufficient number of vehicles shall be provided past the maximum load points on a route to accommodate the passenger volume within the loading standards established under the Section: ''Operating Performance Standards.''

Minimum Headways

Service Type	Days Provided	Range of Service	Peak	Off Peak
Regular	Mon-Fri	6:00 am-6:30 pm	30 min	70 min
Regular	Sat	8:00 am-6:00 pm	To be based on	
Express	Mon-Fri	6:30 am-9:00 pm 3:30 pm-6:00 pm	demonstrated need	

5. Passenger stops.

a. In suburban residential areas, the distance between bus stops shall not exceed 2000 feet.

b. In CBDs, the distance between bus stops shall not exceed 600 feet.

c. Designated bus stops shall be indicated by at least a sign on a stanchion or fastened to a utility pole. The bus stop sign shall display a bus information phone number.

d. Minimimum acceptable bus stop lengths are:

(1) farside stop ..... 80 feet.

(2) nearside stop ..... 80 feet.

(3) mid-block stop ..... 80 feet.

NOTE: Farside stops are preferable to all others.

e. Shelters shall be provided at all stops which serve 40 or more boarding or transferring passengers during the course of a typical day.

F. Operating performance standards.

1. Speed.

a. Average operating speed excluding recovery time shall not exceed twenty five percent (25%) deviation from the service (i.e., express and regular) operating speed for the time being analyzed. Any service having an average operating speed less than this standard will be considered for remedial analysis.

b. No service is to have a layover time to running time ratio over 30% at any time.

2. Maximum load standards—per route shall be:

Service	Peak of the Peak	Total Peak Period	Off Peak
Express	1.1	1.0	1.0
Regular	1.25	1.1	1.0

3. Labor productivity shall be measured by ''miles per employee'' factored to 8 hours = 1 full time employee. No operator's labor productivity shall be less than 18,000 bus miles per employee per year.

4. Schedule adherence and service dependability.

a. 95% of all service provided shall be on time.

b. 99% of all scheduled trips shall be completed each month.

c. Maintenance standards shall be high enough to provide, at a minimum, 10,000 bus miles of service for each disruption of service due to mechanical failure.

d. Complaints shall not exceed one (1) per 100 hours of service. A complaint is defined as official contact in writing with either the PSC or the Minnesota Department of Transportation (Mn/DOT).

5. Economic standards.

a. No service shall be permitted to have a ''revenue per passenger'' departure from the system average of more than –25%, unless the ''passengers per mile'' are at least 65% of the system average.

b. System fares shall be set to ensure a system ''revenue per passenger'' ratio to ''full cost per passenger'' of at least 35% in that reimbursement to the operator on a ''deficit per passenger'' basis will not exceed 65% of the ''full cost per passenger.''

G. Funding procedure.

1. Two months prior to the expiration of an existing contract term, the operator shall be sent a letter by the Minnesota Department of Transportation notifying him of the upcoming expiration. This letter shall also have attached the ''Service Standards for Metro Area Private Operators.'' The letter will ask the operator to:

a. Advise Department of Transportation (Mn/DOT) of the operator's intent to continue providing fixed route public transit service within his authorized service area.

b. Advise Mn/DOT if he intends to apply for a state financial assistance contract relative to the public transit service.

c. Submit a signed statement to Mn/DOT that he has read and ~~met~~ can meet the required ''service standards.''

2. If the operator intends to apply for state financial assistance, and has indicated he can meet the ''service standards,'' a member of the Mn/DOT staff shall meet with the operator to assist him to prepare the application including ~~but not limited to~~:

a. Management plan.

b. Operating budget.

c. Patronage and revenue projections.

d. Transit cost allocation plan (to be attached as an element of the contract).

e. Capacity analysis.

f. Operations narrative.

3. When the application is complete and agreed to as accurate by Mn/DOT and the operator, funding shall be calculated as follows:

a. Full operating cost shall be divided by the number of rides projected. This will yield a ''full cost per passenger.''

b. All anticipated revenues shall be calculated and divided by the number of rides projected to obtain an estimated ''revenue per passenger.''

c. The estimated ''revenue per passenger'' shall then be subtracted from the ''full cost per passenger'' to obtain a ''deficit per passenger.''

d. The amount of the ''deficit per passenger'' shall be what the operator will be reimbursed for each passenger carried on his system. Such reimbursement shall not exceed 65% of the ''full cost per passenger.''

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H. Verification procedure.

1. Timetable analysis.

a. Prior to the execution of a financial assistance contract or a route or service change the operator shall be required to submit a complete set of current or proposed schedules to Mn/DOT.

b. Upon receipt of the schedules, Mn/DOT and Metropolitan Council staff shall perform an analysis to ensure that the service offered is consistent with the recommended operating performance standards and Metrpolitan Council Development Guide.

c. Upon completion of the schedule analysis, a summary shall be prepared detailing those portions, if any, of the service that are sub-standard and outlining possible corrective measures.

2. Maximum load and on-time performance analysis.

a. Performed by operators.

(1) Operators shall develop and maintain ''daily trip sheets'' for their drivers to record daily passenger counts. The driver's daily trip sheet should include, but not be limited to:

(a) Day of week/date/run number/bus number.

(b) Each trip run (terminal and scheduled departure time).

(c) Maximum load carried per trip (at specified maximum load points).

(d) Number of transfers received.

(e) Any deviation from scheduled time, and reason for this.

(f) Driver signature.

(2) Daily trip sheets shall be collected for each service day by the operator.

(3) Daily trip sheets are to be retained by the operator for a period of two years or until final audit, whichever occurs first.

b. Performed by Mn/DOT.

(1) Mn/DOT shall establish maximum load points for each route in an operator's system; these will be consistent with the maximum load points that the operators are using.

(2) Checking sheets shall then be developed for each maximum load point. The checking sheets will be organized by trip (inbound or outbound), in time order, for an entire service day. Separate sheets will be developed for weekday and Saturday service.

(3) Mn/DOT shall hire on-street checkers to collect the actual data. The checkers will be placed at the maximum load points and required to record the following data for each bus that passes:

(a) Condition of bus.

(b) Bus number.

(c) Actual time bus passes maximum load point.

(d) Estimated number of passengers on board.

(e) Trips not completed will also be recorded.

(f) Weather and street conditions.

(4) Checkers shall conduct ''spot checks'' on a random basis. Checks shall be performed at random times within the peak and off peak periods to ensure that all time periods will be observed.

(5) Occasionally, checkers shall be required to perform ''on-board'' checks of an operator's service. On board checks are utilized to observe the loading patterns of an entire route, operating hazards along the route, transfers issued and received, and running time for the route. The operator shall be notified, in advance each time this is planned.

(6) Checking sheets shall be submitted to Mn/DOT and the data will be analyzed.

(7) A summary of the maximum load/on-time performance checks shall be prepared monthly and will detail the areas, if any, where the operator's system is performing below the minimum operating standards and recommendations for remedial measures will be made.

(8) Mn/DOT maximum load check sheets shall be compared with the operator's ''drivers trip sheets'' monthly to verify passengers carried.

3. Maintenance analysis.

a. Operators shall be required to report all disruption of service due to mechanical failure, to Mn/DOT monthly.

b. Mn/DOT shall apply the ''total bus miles'' operated monthly to the total number of ''disruptions of service due to mechanical failure'' to ensure that ''bus miles for each disruption of service due to mechanical failure'' are consistent with the maintenance standards.

14 MCAR § 1.4030 Public transit capital grant assistance program.

A. Application. Eligible recipients as defined in Minn. Stat. § 174.245 (1979 Supp.) shall apply for capital grant assistance by a letter to the Minnesota Department of Transportation citing the Minnesota statute under which eligibility is clained. The letter of application shall contain the following information:

1. A statement of eligibility under the Urban Mass Transportation Act of 1964, Public Law 88-365, as amended.

2. The amount of state financial assistance requested.

3. A statement that this capital improvement is included in the current approved management plan if the recipient is currently receiving state financial assistance.

B. Procedure for review and approval. A letter of application shall be reviewed by the Department of Transportation for the requirements contained in paragraph A and shall be considered for funding.

C. Capital grant assistance shall be based on:

1. The priority listing recommendation of the Transportation Advisory Committee established by the State Management Plan for Public Transportation Financial Assistance under Section 18, Urban Mass Transportation Act of 1964, Public Law 88-365, as amended. The Committee shall base their recommendations on the following criteria:

a. How well the project meets the program objectives.

(1) To actively promote the coordination of transportation services where no local agency has taken this responsibility or where local disputes threaten accomplishment of the task.

(2) To help alleviate the transportation problems of Minnesota's elderly and handicapped residents.

(3) To participate in joint-agency efforts to construct and implement park-ride facilities when it can be demonstrated that these facilities will serve existing demand.

(4) To develop a specific position on performance funding for non-urban transit operators.

(5) To effectively provide public transportation in rural and small urban areas inefficiently or inadequately served by regular route transit.

(6) To divert single occupant auto drivers to public transportation modes.

(7) To fund effective and cost efficient methods of providing non-urban transportation services.

b. The accessibility to the transit system of the handicapped and elderly.

c. The amount of local government and community support.

d. The potential for continuation after the first year.

e. The applicability of the project results to other areas of the state.

f. The potential for meeting the life support needs (i.e., nutrition, health, shopping, recreation, etc.) of those the transit system is designed to serve.

2. The availability of state public transit capital grant assistance funds.

3. The availability of local matching funds.

D. Contract. The public transit capital grant assistance contract shall be based on the letter of application. It shall specify the amount of financial assistance to be awarded. It shall include the assurance of the eligible recipient that the local matching funds are available and shall be provided.

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SUPREME COURT

Decisions Released Friday, September 19, 1980

Compiled by John McCarthy, Clerk

Decisions Filed Friday, September 5, 1980

51079/Sp. Robert H. Peters, Employee, vs. Independent School District No. 281, et al, and Fidelity & Casualty Company of New York, et al, Intervenors, and Blue Cross and Blue Shield of Minnesota, Intervenors, Relator. Workers' Compensation Court of Appeals.

Affirmed. Sheran, C.J.

50774/Sp. State of Minnesota vs. Daniel M. Steinbrink, Appellant. Watonwan County.

Testimony by 15-year-old complainant that defendant had "sexual intercourse" with her, when considered in the context of the case, was sufficient to establish that sexual penetration occurred in prosecution for criminal sexual conduct in the third degree, Minn. Stat. § 609.344 (b) (1978) (sexual penetration of a complainant at least 13 but less than 16 years old by an actor more than 24 months older and not in a position of authority over the complainant).

Consent is not a defense to a charge of criminal sexual conduct in the fourth degree, Minn. Stat. § 609.345 (b) (1978) (sexual contact with a complainant at least 13 but less than 16 years old by an actor who is more than 48 months older than the complainant).

Affirmed. Yetka, J.

51037/Sp. Wayne E. Fenton, Relator, vs. Murphy Motor Freight Lines, Inc., Self-Insured, and Central States, Southeast and Southwest Areas, Health and Welfare Fund, intervenor. Workers' Compensation Court of Appeals.

The record does not contain substantial credible evidentiary support for findings that there was no causal relationship between employee's employment duties and his temporary total and permanent partial disabilities when two medical experts expressed the opinion that his work as a truckdriver had substantially aggravated an underlying arthritic disease in his left hip and the third expert was unable to state an opinion on whether his work had or had not aggravated the disease.

Reversed and remanded with directions. Yetka, J.

50719/Sp. State of Minnesota vs. Teresa Francis Olson and Julie Marie Johnson, Petitioners-Appellants. Hennepin County.

Defendants charged with prostitution who claimed that they were the victims of discriminatory enforcement failed to meet their burden of proving discriminatory enforcement.

Prostitution ordinance in question is not unconstitutionally vague.

Affirmed. Scott, J.

STATE CONTRACTS

Pursuant to the provisions of Minn. Stat. § 16.098, subd. 3, an agency must make reasonable effort to publicize the availability of any consultant services contract or professional and technical services contract which has an estimated cost of over $2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over $10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal.

Energy Agency
Information and Education Division

Notice of Availability of Contracts for Professional and Technical Services in the Graphic Arts

The Minnesota Energy Agency is seeking to identify contractors in graphic arts with the following services:

- layout/design
- keylining
- audio-visual presentations (script writing, slide photography, sound recording)
- radio and TV public service announcements
- graphics for brochures, pamphlets, displays, slide, transparencies.

The $10,000 contract may be divided amont several contractors. Contract services must be available upon request through June 30, 1981.

Interested firms must submit proposals by October 20, 1980, stating services offered, hourly rate for those services and any minimum requirements. A sample, or samples, of your work must also be included.

Contractors with the Minnesota Energy Agency must apply for a Certificate of Compliance from the Minnesota Department of Human Rights. All bidders must submit, along with their proposal to the Minnesota Energy Agency, a statement indicating that they have applied. Applications can be obtained by written request from the Minnesota Department of Human Rights, 240 Bremer Building, St. Paul, MN 55101.

All questions related to this notice and all proposals should be directed to:

Sandra E. Bloom
Minnesota Energy Agency
Information and Education
980 American Center Building
150 E. Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 297-2321

Department of Transportation
Technical Services Division

Notice of Availability of Contract to Develop and Operate Information Systems in Highway Safety Rest Areas

The Minnesota Department of Transportation (Mn/DOT) desires the services of a qualified firm/firms to develop and operate travel information systems in designated safety rest areas and information center on interstate and primary highways.

The program consists of dividing the state into four geographic zones, each containing a designated number of rest area and information centers to be served. Each zone shall be covered by a franchise agreement.

The firm or firms selected shall be responsible for the sale, display and maintenance of tourist oriented advertising and for the construction and maintenance of such structures (sign plazas) as may be deemed appropriate to display the advertising in the designated areas.

General Requirements

1. Each firm shall adhere to Minnesota Statute § 173.08 (1978) as amended by Minn. Laws of 1980, ch. 494.
2. All sign plazas will be aesthetically compatible to the existing site. Design and locations of the sign plazas within the rest areas subject to approval by Mn/DOT.
3. All advertising display panels within the sign plaza will be of the non-audio type and sold in formats of 2″, 4″, 8″, or 16″ by 22″ wide. This does not apply to public service ads.
4. Coinless telephone service will be furnished by the company for use by travelers to make collect calls for reservations, travel inquiries, etc., to the facilities which provide telephone numbers on their displays in the sign plaza.
5. Advertising must be limited to matters relating to and of interest to the traveling public and will be approved by Mn/DOT.
6. Equal access must be provided at reasonable rates to all advertisers considered qualified by the Mn/DOT.
7. Forty per cent of the display area shall be devoted free of charge to the State for providing public service information.
8.. No charge to the public may be made for goods or services.
9. The system will be adequately maintained and kept clean and sanitary.
10. All advertising must be restricted to the interior of the sign plaza.
11. Selection of rest areas to receive sign plazas and the priority of installation will be determined by Mn/DOT.
12. Contracts will be issued for a five (5) year term with options on the part of the firm to renew for three (3) additional five (5) year terms.
13. Mn/DOT shall have title to the information system upon termination of the lease.
14. Mn/DOT may promulgate reasonable rules and regulations on the operation of the system to serve the best interests of the public.
15. Mn/DOT may terminate the lease or agreement for violation of its terms or for other causes.
16. Non-discrimination provisions must be included in accordance with the state assurance with regard to 42 U.S.C. § 2000d-2000-5 (Civil Rights of 1964). The private operator may not permit advertising from advertisers who do not provide their services without regard to race, color, religion sex, age, handicap or national origin.
17. The selected firms shall be required to post surety bonds for performance and for payment of wages, materials and supplies as specified in Minn. Stat. § 574.26 (1978) in a sum equal to the cost of each proposed structure or system.

Firms desiring consideration should submit their proposals to:

Minnesota Department of Transportation
c/o Stan Paulson
John Ireland Boulevard
Room 715
St. Paul, Mn. 55155

Proposals should be received not later than Oct. 31, 1980 and contain the following:

1. I wish to bid on ( ) Zone I, ( ) Zone II, ( ) Zone III, ( ) Zone IV, ( ) All Zones. Firms bidding on more than one zone shall break down their proposals to the individual zones.
2. Description of experience and background in selling advertising.
3. Description of the sign plaza you propose to construct.
4. Description of advertising displays.
5. Description of maintenance program.
6. Indicate what percentage (%) of gross sales you would be willing to pay Mn/DOT for first five (5) years and thereafter and include a projection of revenue Mn/DOT would expect to receive per year for 1st five (5) years.
7. Additional information you deem important to your bid.
8. Firms that receive contracts are expected to have a minimum of one (1) system operational in each zone by June 15, 1981, with a minimum of two (2) in 1982 with additional sites thereafter to be negotiated between Mn/DOT and the awarded firm.
9. Perspective bidders may receive further information from the coordinator, Mr. Stan Paulson, phone number (612) 297-2252.
10. The following lists and maps show zone boundaries, description of zones by counties and sign plaza construction priorities.

DESCRIPTION OF ZONES—COUNTIES

Zone I				
Carleton	Chisago	Itasca	Lake	Pine
Cass	Cook	Koochiching	Lake of the Woods	St. Louis
ZONE II				
Becker	Douglas	Marshall	Polk	Todd
Beltrami	Hubbard	Norman	Red Lake	Wadena
Clay	Kittson	Ottertail	Roseau	
Clearwater	Mahnomen	Pennington	Stearns	
ZONE III				
Aitkin	Dakota	LeSueur	Ramsey	Sibley
Anoka	Goodhue	McCleod	Redwood	Wabasha
Benton	Hennepin	Meeker	Renville	Washington
Brown	Isanti	Mille Lacs	Rice	Wright
Carver	Kanabec	Morrison	Scott	
Crow Wing	Kandiyohi	Nicollet	Sherburne	
ZONE IV				
Big Stone	Freeborn	Martin	Rock	Wilkin
Blue Earth	Grant	Murray	Steele	Winona
Chippewa	Houston	Mower	Stevens	Yellow Medicine
Cottonwood	Jackson	Nobles	Swift	
Dodge	LacQuiParle	Olmsted	Traverse	
Faribault	Lincoln	Pipestone	Waseca	
Fillmore	Lyon	Pope	Watonwan	

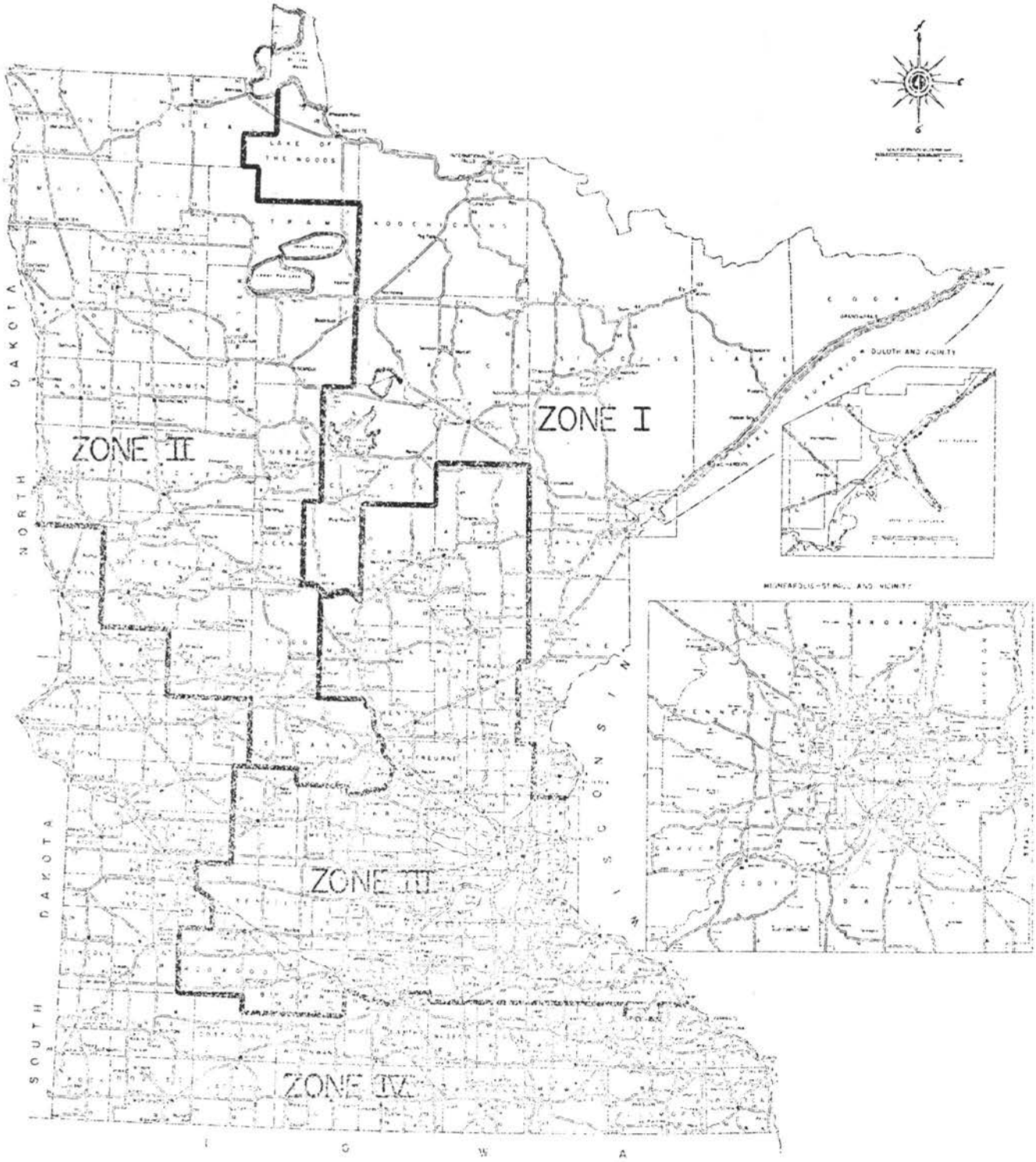
SIGN PLAZA CONSTRUCTION PRIORITY

	COUNTY	HIGHWAY	REST AREA
ZONE I			
	St. Louis	I35 N.B., S.B.	Thompson Hill
	St. Louis	T.H. 53 N.B., S.B.	Anchor Lake
	Pine	I35 N.B.	Kettle River
	Pine	I35 S.B.	General Andrews
	Cass	T.H. 2 E.B., W.B.	Cass Lake
	Chisago	I35 N.B.	Goose Creek
	Lake of the Woods	T.H. 72 N.B., S.B.	Baudette (Seasonal)
	Pine	I35 S.B.	Pine City (Future)
	Carlton	I35 N.B.	Culkin (Future)
ZONE II			
	Douglas	I94 W.B.	Lake Burgen
	Douglas	I94 E.B.	Lake Latoka
	Stearns	I94 W.B.	Lake Fuller
	Ottertail	I94 W.B.	Lake Hansel
	Stearns	I94 E.B.	Big Spunk Lake
	Stearns	I94 W.B.	Middle Spunk Lake
*,**	Clay	I94 E.B.	Moorhead
	Ottertail	T.H. 10 E.B., W.B.	Frazee
	Polk	T.H. 2 E.B., W.B.	Oak Lake
	Ottertail	T.H. 2 E.B., W.B.	Fisher
	Ottertail	I94 E.B.	Lake Iverson
	Stearns	T.H. 71 N.B., S.B.	Sauk Centre
ZONE III			
	Rice	I35 N.B.	Heath Creek
	Hennepin	I94 E.B.	Elm Creek
	Anoka	I35 S.B.	Forest Lake
	Mille Lacs	T.H. 169 N.B., S.B.	Garrison (Seasonal)

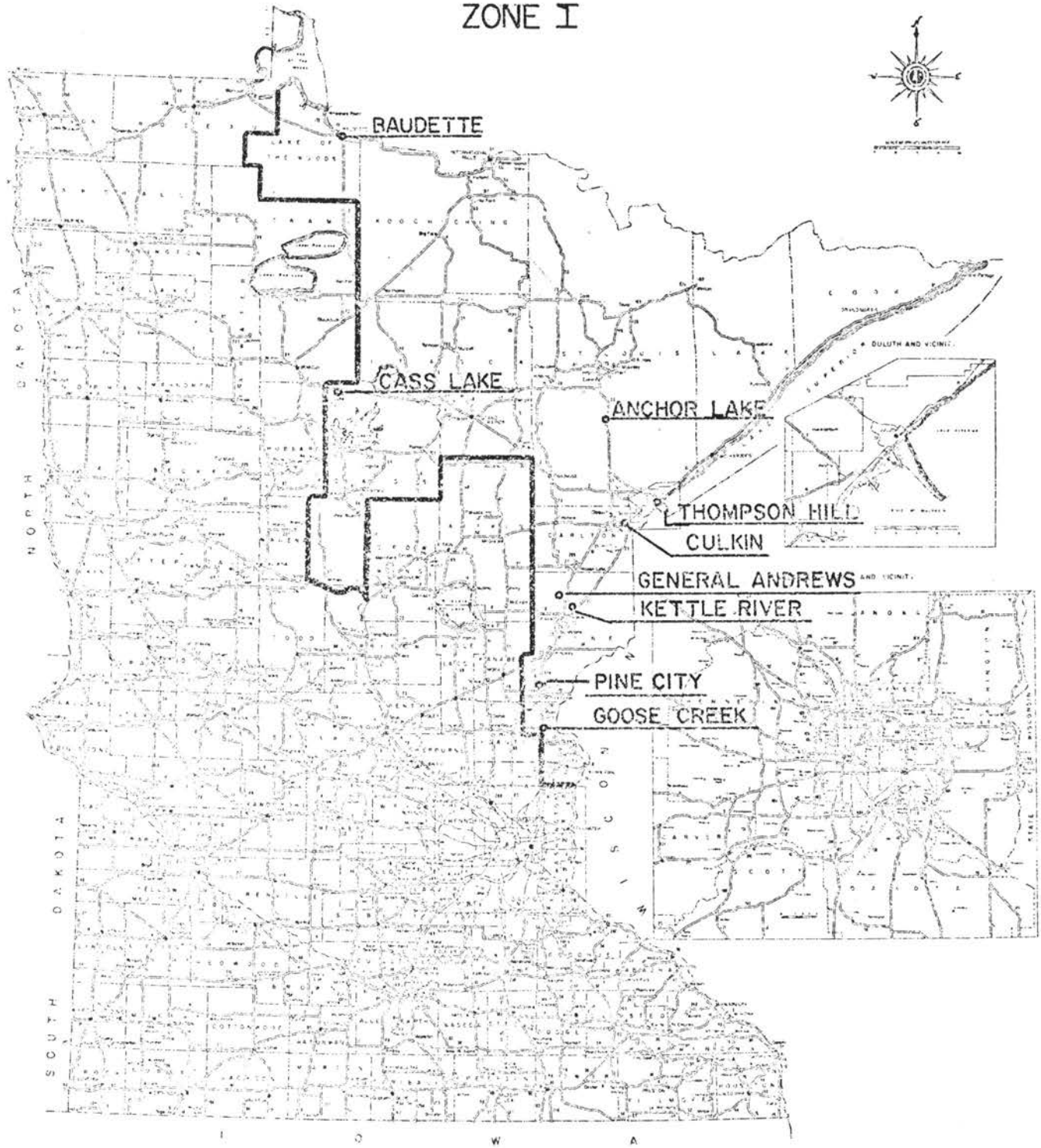
Anoka	T.H. 10 E.B., W.B.	Daytonport
Wright	I94 E.B.	Enfield
Scott	I35 S.B.	New Market
Goodhue	T.H. 61 N.B., S.B.	Lake Pepin (Seasonal)
Washington	T.H. 95 N.B., S.B.	Stillwater (Seasonal)
Washington	I94 W.B.	St. Croix (Future)
ZONE IV		
*Rock	I90 E.B.	Beaver Creek (½ Mi. W. of Mn. Stateline)
*Winona	I90 E.B.	Enterprise
Freeborn	I35 N.B.	Albert Lea
Winona	I90 E.B., W.B.	Dresbach
Olmsted	I90 W.B.	Marion
Mower	I90 E.B.	Highforest
Jackson	I90 W.B.	Des Moines River
Jackson	I90 E.B.	Clear Lake
Blue Earth	I90 E.B.	Blue Earth
Blue Earth	I90 W.B.	Blue Earth
Nobles	I90 E.B.	Adrian
Nobles	I90 W.B.	Adrian
Steele	I35 N.B.	Straight River
Steele	I35 S.B.	Straight River
Watonwan	T.H. 60 E.B., W.B.	Watonwan
Freeborn	I90 W.B.	Oakland Woods (Future)
Freeborn	I90 E.B.	Hayward (Future)

NOTE: Seasonal facilities open approximately 6 months a year.
*Existing building available for information system.
**Building scheduled for remodeling with completion date of Fall 1981. Information system to be operational at this time.

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
WORK MAP

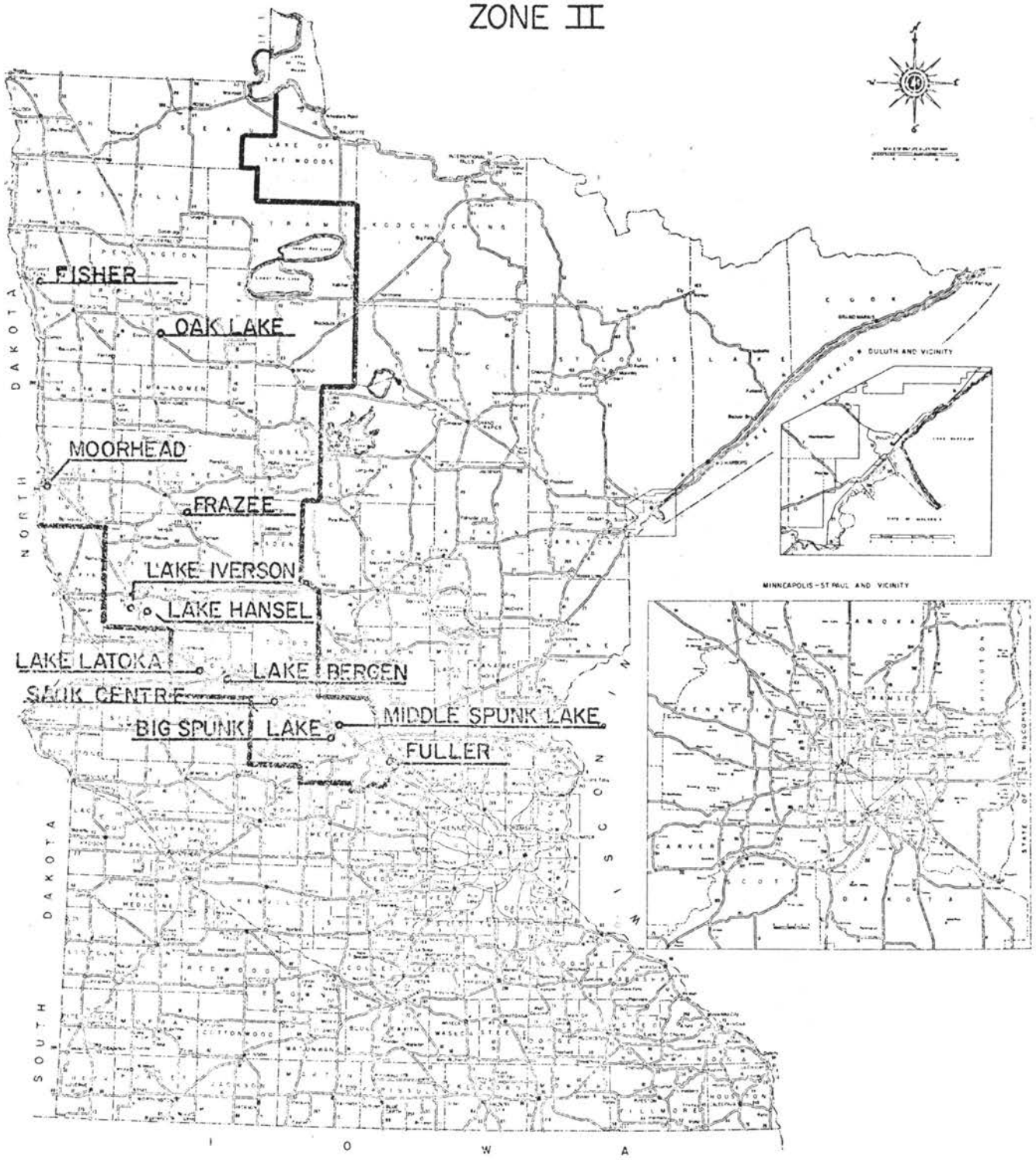


STATE OF MINNESCTA
DEPARTMENT OF TRANSPORTATION
WORK MAP

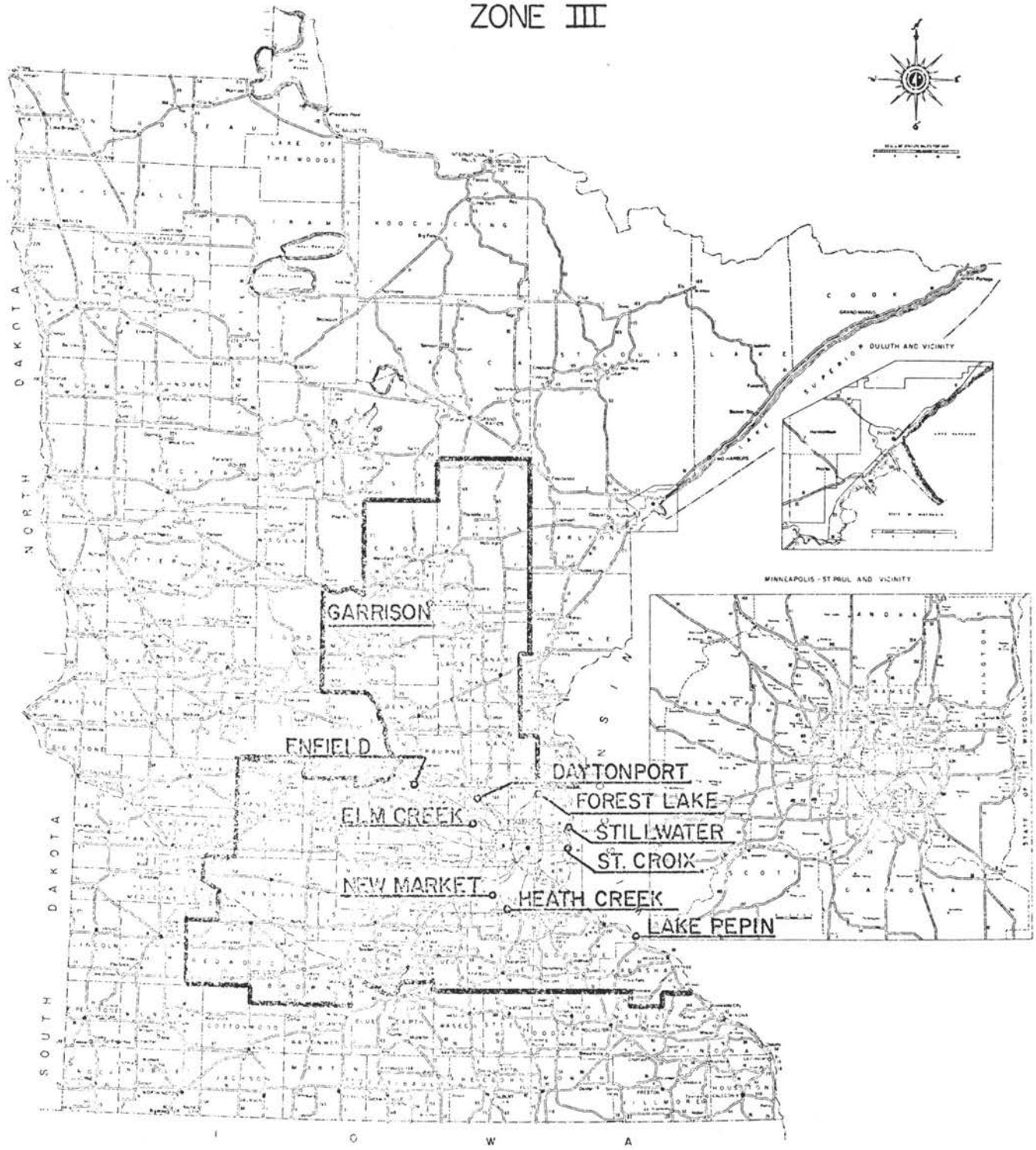


STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
WORK MAP

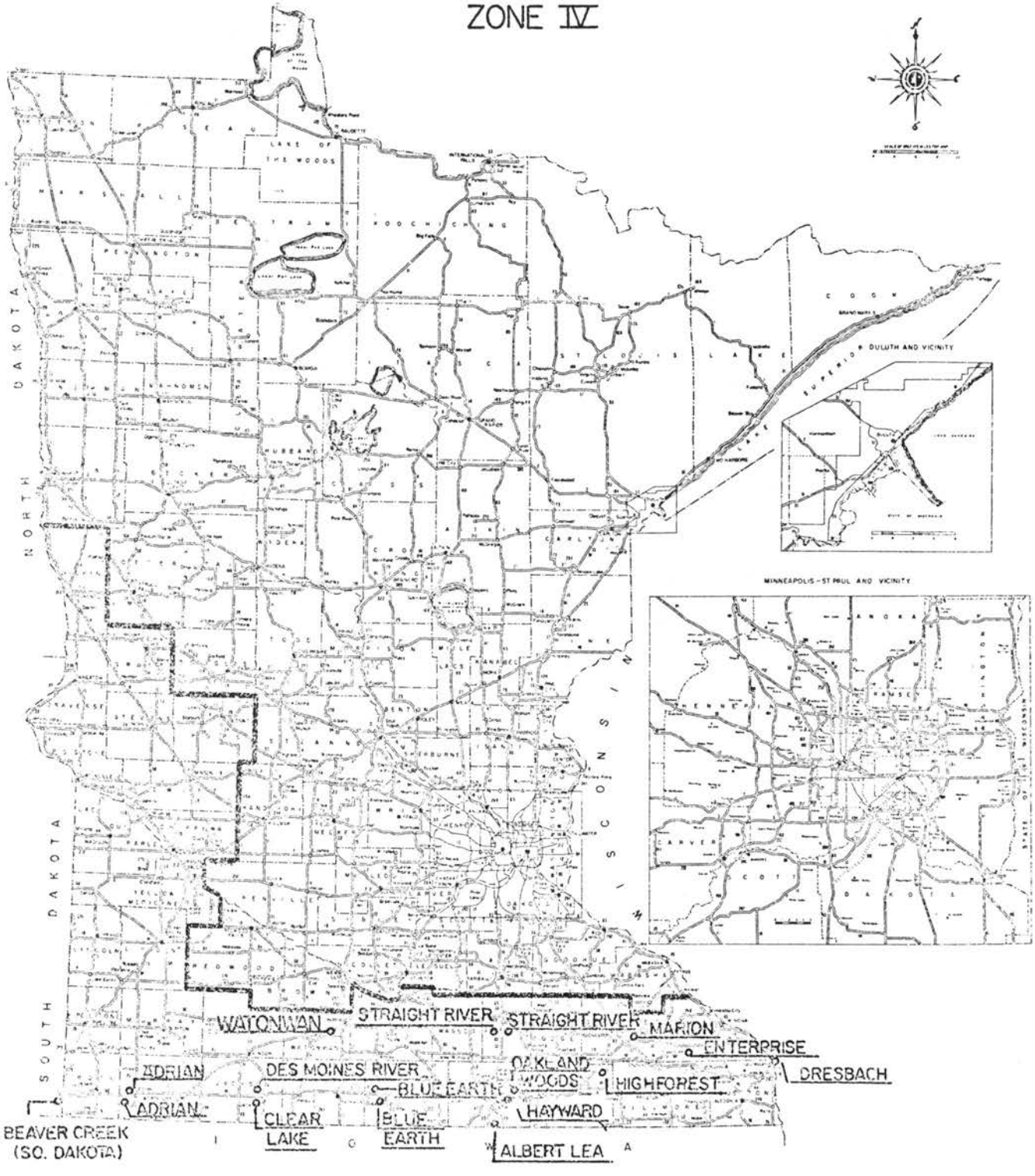
ZONE II



STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
WORK MAP



STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
WORK MAP



OFFICIAL NOTICES

Pursuant to the provisions of Minn. Stat. § 15.0412, subd. 6, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Department of Administration Data Privacy Division

Notice of Approval of An Application for Temporary Classification for Statewide Applicability

The Commissioner of Administration hereby gives notice that on September 9, 1980, he approved a "private" classification for personal and family history information which is maintained in adult offender files by Court Services Departments or Community Corrections agencies in the State of Minnesota. This temporary classification specifically excludes family history information which is already classified pursuant to state statute, federal law or temporary classification. The commissioner's ruling was in response to an application for temporary classification for this data which was submitted by the Community Corrections Department of Blue Earth County, Minnesota, and which the commissioner considered for statewide applicability under the authority vested in him by Minn. Stat. § 15.1642 as amended by Laws of Minnesota, ch. 603 (1980). This temporary classification does not apply to the Court Services Department of Hennepin County, Crow Wing-Morrison Community Corrections and Arrowhead Regional Corrections because these agencies have already been granted temporary classifications for this data.

This temporary classification is effective immediately. Therefore, this data must be administered as "private" data as of September 9, 1980. Pursuant to Minn. Stat. § 15.1642, subd. 3, this decision together with the complete record relating to the application has been submitted to the Attorney General for review as to form and legality. This temporary classification will expire 18 months after the date of its approval, or upon statutory classification by the legislature, whichever is earlier. If the legislature has not acted to statutorily classify this data as private before this classification expires, the data must then be administered as public data. Questions on this matter may be directed to the Data Privacy Division, 200 State Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155.

Department of Agriculture Agronomy Services Division

Notice of Special Local Need Registration for Pramex 57%

Pursuant to Minn. Stat. § 18.A.23 and 3 MCAR § 1.0338B., the Minnesota Department of Agriculture on September 15, 1980 issued a Special Local Need Registration for Pramex 57% Manufacturing Concentrate manufactured by Penick Corporation, Lyndhurst, New Jersey.

The Commissioner of Agriculture, based upon information in the application, has deemed it in the public interest to issue such a registration, and has deemed that the information in the application indicates that the pesticide does not have the potential for unreasonable adverse environmental effects.

In addition to the uses prescribed on the product label, this Special Local Need Registration permits the use of this pesticide by the Metropolitan Mosquito Control District to control the La Crosse Encephalitis Mosquito *Aedes triseriatus* and the Dog Heartworm vector *Aedes vexans* in wooded areas.

The application and other data required under Minn. Stat. §§ 18A.22, subd. 2 (a-d), 18A. 23, and 40 CFR 162.150-162.158, subpart B relative to this registration (identified as SLN # MN 80-0016) is on file for inspection at:

Minnesota Department of Agriculture
Pesticide Control Section
90 West Plato Blvd.
Saint Paul, Minnesota 55107
Phone: (612) 296-8379

A federal or state agency, a local unit of government, or any person or group of persons filing with the commissioner a petition that contains the signatures and addresses of 500 or more individuals of legal voting age has thirty (30) days to file written objections with the Commissioner of Agriculture regarding the issuance of this Special Local Need Registration. Upon receipt of such objections and

when it is deemed in the best interest of the environment or the health, welfare, and safety of the public, the Commissioner of Agriculture shall order a hearing pursuant to Minn. Stat. ch. 15, for the purpose of revoking, amending, or upholding this registration.

September 16, 1980

Mark W. Seetin, Commissioner
Department of Agriculture

Office of the Attorney General

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing Procedures for the Review of Rules

Notice is hereby given that the Office of the Attorney General is seeking information or opinions from sources outside the office in preparing to promulgate new rules governing the review of rules submitted by state agencies. New rules are necessary as a result of recent amendments to the Minnesota Administrative Procedure Act.

The promulgation of rules is authorized by Minnesota Statutes § 15.0412, subd. 3 (1978), which requires agencies to adopt rules setting forth procedures relating to the administration of their duties, and Minnesota Statutes § 15.0415, which requires the Attorney General to promulgate a form for petitions for the adoption of rules and authorizes the adoption of rules relating to the procedures to be followed upon submission of a petition.

The Office of the Attorney General requests information and comments concerning the subject matter of these rules. Interested or affected persons or groups may submit statements of information or comment orally or in writing. Written statements should be addressed to:

Jerry S. Anderson
Special Assistant Attorney General
G-25 State Administration Building
50 Sherburne Avenue
Saint Paul, Minnesota 55155

Oral statements will be received during regular business hours over the telephone at (612) 296-1288 and in person at the above address.

All statements of information and comment shall be accepted until the rulemaking record is closed. Any written material received by the Office of Attorney General shall become part of the record in the event that the rules are promulgated.

Jerry S. Anderson
Special Assistant Attorney General

State Board of Education
Department of Education
Special Services Division

Notice of Intent to Solicit Outside Opinion Concerning Proposed Rules Relating to Supervisory and Support Personnel

Notice is hereby given that the State Board of Education is considering adoption of rules for the licensure of supervisory and support personnel.

The proposed rules are authorized by Minn. Stat. § 125.05, as amended by Laws of 1980, ch. 345, § 2, which establishes authority for the Board of Education to license supervisory and support personnel. The proposed rules would establish reasonable standards and procedures for the issuance, renewal, suspension, and revocation of licenses of supervisory and support personnel. For the purpose of licensure, supervisory and support personnel, as defined by Minn. Stat. § 125.03, as amended by Laws of 1980, ch. 345, § 1, includes superintendents, principals, professional employees who devote 50 percent or more of their time to administrative or supervisory duties over other personnel, as well as counselors, school nurses, athletic coaches, and other professional employees who engage primarily in nonclassroom activities. The term does not include librarians, school psychologists, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, or speech therapists.

All interested or affected persons or groups may submit information on this subject. Written or oral information and comment should be addressed to:

George B. Droubie, Manager
Personnel Licensing and Placement Section
Special Services Division
Minnesota Department of Education
610 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

All statements of information and comment must be received by November 14, 1980. Any written material received by this date will become part of the record, in the event rules concerning this subject are adopted.

September 19, 1980

Howard B. Casmey, Secretary
State Board of Education

Department of Health
Health Systems Division

Notice of Intent to Solicit Outside Opinions Concerning a Request for A Waiver of HMO Statutes and Rules by Physicians' Health Plan

Notice is hereby given that the Department of Health is seeking opinions and comments pertaining to a request by Physicians' Health Plan for waiver of HMO statutes and rules for its Medicare Supplement Program. Such waivers are authorized for demonstration projects by Minn. Stat. § 62D.30.

The request submitted by Physicians' Health Plan is available for inspection during normal business hours at the following location:

HMO Unit
Room 216
Minnesota Department of Health
Minneapolis, Minnesota 55440

Comments on the application must be received at the HMO Unit by October 20, 1980.

Department of Labor and Industry
Labor Standards Division

Notice of Prevailing Wage Rates for Commercial Construction

On September 29, 1980, the commissioner certified prevailing wage rates for commercial construction for each of the 87 counties in Minnesota.

A copy of the determined wage rates for Minnesota counties may be obtained by writing to the *State Register* and Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155. The charges for the cost of copying and mailing are $.50 for the first county and $.30 for any subsequent copies of the same or other counties. For all 87 counties, the charge is $25.00. Minnesota sales tax of 4% must be added to all orders.

A check or money order payable to the State of Minnesota must accompany each request.

Harry D. Peterson, Commissioner
Department of Labor and Industry

Public Utilities Commission

Notice of Intent to Solicit Outside Opinion Concerning Implementation of FERC Cogeneration and Small Power Production Rules Docket No. E-999/R-80-560

Notice is hereby given that the Minnesota Public Utilities Commission is seeking information or opinions from outside the commission on appropriate methods for implementation of the Federal Energy Regulatory Commission (FERC) rules governing arrangements between electric utilities and qualifying cogeneration and small power production facilities. The Public Utility

Regulatory Policies Act of 1978 (PURPA) required the FERC to establish such rules. PURPA also requires state regulatory authorities, such as the Minnesota Public Utilities Commission, to implement the rules within one year of their adoption by the FERC.

The commission has previously issued two Notices of Intent to Solicit Outside Opinion on this subject. The second one was published in the *State Register* on August 11, 1980. The notice included a staff discussion paper to help focus comment. It also scheduled a public meeting for discussion on September 3, and requested comment by September 12.

Response to the notice was gratifying. There was good attendance and discussion at the public meeting, and many thoughtful comments were submitted. The commission very much appreciates the assistance it has been given so far.

Nevertheless, some of the comments received raised issues not contained in the staff discussion paper, or advocated positions on issues not assumed in the paper. The commission believes consideration of these points by all interested parties is essential for the commission to draft proposed rules which are truly reflective of the public interest. The purpose of this notice is, therefore, to solicit additional comment particularly related to those items. They are:

1. How will municipal and cooperative utilities be affected by the commission's rules?
2. Should present payments be made when the avoided costs are only in the future? If so, how is the effect on the utility ratepayer different from the practice of allowing Construction Work in Progress (CWIP) in the rate base?
3. Should the commission specify a method of calculating the present value of avoided future costs? If so, how? If not, why not?
4. Should costs of capacity and (or) energy purchased or planned to be purchased from other utilities or from a power pool be considered as costs which may be avoided by purchasing capacity and (or) energy from qualifying facilities?
5. When capacity may be avoided because of the diversity of a group of qualifying facilities, none of which individually can provide sufficiently reliable capacity, should the amount of capacity avoided be calculated based on a reasonable estimate of the number of such qualifying facilities which are likely to be constructed and selling to the affected utility in a specified number of years?
6. Should the commission's rules require qualifying facilities to obtain liability insurance?

All interested or affected parties are invited to submit written statements or comments addressed to:

Randall D. Young, Director
Commission Staff
Minnesota Public Utilities Commission
American Center Building
Kellogg and Robert Streets
St. Paul, MN 55101

Please reference the commission's Docket No. E-999/R-80-560 on submitted materials. Responses received by October 17, 1980 will become part of the record of any rules hearing held on this subject.

For questions or further information, please contact Stuart Mitchell at (612) 296-8662.

Department of Transportation

Petition of Chicago and North Western Transportation Company for Authority to Retire and Remove ICC Tracks Nos. 235, 236, 237, and 238 at St. Louis Park, MN

Notice of Application and of Opportunity for Hearing

Notice is hereby given that the Chicago and North Western Transportation Company, with attorneys at 4200 IDS Center, 80 South 8th Street, Minneapolis, Minnesota 55402, has filed a petition with the Commissioner of Transportation pursuant to Minn. Stat. § 219.741 to retire and remove ICC Tracks Nos. 235, 236, 237, and 238, all located at St. Louis Park, Minnesota.

Any person may file a written objection to the action proposed by the petitioner by means of a letter addressed to the Commissioner of Transportation, Transportation Building, Saint Paul, Minnesota 55155, not later than the date specified below. An objection must be received on or before October 20, 1980. The objection should state specifically how the objector's interest will be adversely affected by the proposed action.

The petition recites among other matters that:

"The subject track is no longer needed for rail transportation service, constitutes a continuing and burdensome maintenance expense, and is an unnecessary safety hazard. The track is not used at the present time, and there is no present prospect that the subject track will be needed in the future. The only shipper, patron or member of the public who might have any interest in the retention of the tracks or facilities, or who has used the same to any substantial degree within the past several years is Burdick Grain Company.

Attached hereto is a copy of a consent form which was sent to Burdick Grain Company and a letter from Mr. Robert C. Frey, Director of Operations for Burdick Grain Company, indicating refusal to consent."

Upon receipt of a written objection, the commissioner will, with respect to the named petitioner, set the matter down for hearing. If no objections are received, the commissioner may grant the relief sought by the petitioner.

If this matter is set for hearing, any person who desires to become a party to this matter must submit a timely Petition to Intervene to the hearing examiner pursuant to 9 MCAR § 2.210, showing how the person's legal rights, duties and privileges may be determined or affected by the decision in this case. The petition must also set forth the grounds and purposes for which intervention is sought. All parties have the right to be represented by legal counsel or any other representative of their choice. In the event the objecting party does not do so, or otherwise does not participate in the hearing, the statements contained in the application filed may be taken as true.

September 19th, 1980

Richard P. Braun
Commissioner

Waste Management Board

Notice of Request for Advice on Hazardous Waste Facilities and Sites

Minnesota Laws 1980, Chapter 564, requires the Minnesota Waste Management Board to undertake a planning and siting process for hazardous waste management facilities in the state. In connection with this process the Waste Management Board is seeking advice from any interested person on any and all of the following issues:

1) Recommended conceptual design and operating specifications for commercial hazardous waste processing, incineration, transfer/storage, and disposal facilities, to assist the Waste Management Board's planning process and its evaluation of sites for facilities;

2) Recommended criteria for choosing sites for hazardous waste processing, incineration, transfer/storage, or disposal facilities;

3) Recommended sites within Minnesota that may be suitable for hazardous waste processing, incineration, transfer/storage, or disposal facilities; and

4) Recommended legal and financial arrangements between the State of Minnesota and the private sector for the ownership and operation of hazardous waste disposal facilities.

The board will consult with the Minnesota Department of Economic Development and the Minnesota Pollution Control Agency on the advice it receives. All advice received will be on the public record.

Advice should be sent to the address below by December 15, 1980, although advice on item 2 specifically should be submitted by November 1, if possible:

Minnesota Waste Management Board
123 Thorson Building
7323-58th Avenue North
Crystal, Minnesota 55428
Telephone: (612) 536-0816

Questions about this request may be addressed to Alan Shilepsky at the above telephone number.

September 18, 1980

Robert G. Dunn, Chairman
Waste Management Board

Notice of Request for Permit Applications and Proposals for Hazardous Waste Facilities and Sites

Minnesota Laws 1980, Chapter 564, requires the Minnesota Waste Management Board to undertake a planning and siting process for hazardous waste management facilities in the state. In connection with this process the board is soliciting proposals and permit applications for hazardous waste disposal facilities from potential developers and operators of such facilities. The board is soliciting proposals and permit applications for the purpose of preliminary identification of possible facility types and designs, potential owners and operators, and potential sites for hazardous waste disposal facilities. No final decisions or awards will result from this solicitation since the board must first develop a hazardous waste management plan and rules for selecting facility developers and operators. In addition, the Minnesota Pollution Control Agency, rather than the board, has permitting authority over hazardous waste facilities in Minnesota.

The board will consult with the Minnesota Department of Economic Development and the Minnesota Pollution Control Agency on the proposals and permit applications it receives. All proposals and permit applications received will be on the public record.

Proposals and permit applications should be sent to the following address by December 15, 1980:

Minnesota Waste Management Board
123 Thorson Building
7323-58th Avenue North
Crystal, Minnesota 55428
Telephone: (612) 536-0816

Questions about this request may be addressed to Alan Shilepsky at the above telephone number.

Sepgember 18, 1980

Robert G. Dunn, Chairman
Waste Management Board

U.S. POSTAL SERVICE

STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION

(Required by 39 U.S.C. 3685)

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PUBLISHER *(Name and Address)*

State of Minnesota, Suite 415 Hamm Bldg., 408 St. Peter Street, St. Paul, MN 55102

EDITOR *(Name and Address)*

Carol Anderson Porter, Suite 415 Hamm Bldg., 408 St. Peter Street, St. Paul, MN 55102

MANAGING EDITOR *(Name and Address)*

Same as above

7. OWNER *(If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding 1 percent or more of total amount of stock. If not owned by a corporation, the names and addresses of the individual owners must be given. If owned by a partnership or other unincorporated firm, its name and address, as well as that of each individual must be given.)*

NAME	ADDRESS
State of Minnesota	Suite 415 Hamm Bldg. 408 St. Peter Street St. Paul, MN 55102

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Carol Anderson Porter, Editor

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39 U. S. C. 3626 provides in pertinent part: "No person who would have been entitled to mail matter under former section 4359 of this title shall mail such matter at the rates provided under this subsection unless he files annually with the Postal Service a written request for permission to mail matter at such rates."

In accordance with the provisions of this statute, I hereby request permission to mail the publication named in Item 1 at the phased postage rates presently authorized by 39 U. S. C. 3626.

SIGNATURE AND TITLE OF EDITOR, PUBLISHER, BUSINESS MANAGER, OR OWNER

Carol Anderson Porter, Editor

PS Form Mar. 1977 **3526** *(Page 1)* (See instructions on reverse)

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Briefly/Preview—Senate news and committee calendar; published weekly during legislative sessions. Contact Senate Public Information Office, Room B29 State Capitol, St. Paul MN 55155, (612) 296-0504.

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This Week—weekly interim bulletin of the House. Contact House Information Office.

ADMIN 1000 (Rev. 1/78)
SF-00006-01

STATE OF MINNESOTA

DEPARTMENT Corrections

Office Memorandum

TO : Judith Wehrwein
Attorney General's Office

DATE: November 5, 1980

FROM : John McLagan, Director
Standards Development Unit

PHONE: 6-6041

SUBJECT: Amendments to Minnesota Department of Corrections Rule Governing Adult Halfway Houses

Included please find the following:

1) The order to adopt amendments to the Minnesota Department of Corrections Rule Governing Adult Halfway Houses;

2) Notice of Intent to Adopt Amendments without Public Hearing;

3) A copy of the Amendments to the Adult Halfway House Rule;

4) The Affidavit of Mailing and the list of those persons or groups who received notice of intent to publish without public hearing;

5) A copy of the State Register Volume #5, Number 13, September 29, 1980 which has the printed notice; and

6) The rule as proposed for adoption, and the statement of need and reasonableness.

There were no written comments received by the agency. Since there were no requests from persons wishing to be informed when these materials were submitted to the Attorney General, no such notice was given.

JRM/bs

enc

RECEIVED
NOV 5
ATTORNEY GENERAL
ADMINISTRATIVE AGENCIES

STATE OF MINNESOTA

DEPARTMENT OF CORRECTIONS

IN THE MATTER OF THE PROPOSED ADOPTION OF AMENDMENTS TO THE MINNESOTA DEPARTMENT OF CORRECTIONS RULE GOVERNING ADULT HALFWAY HOUSES.

AFFIDAVIT OF MAILING

Brenda G. Stiles, being first duly sworn, deposes and says:

That on the 30th day of September, 19 80, at the City of St. Paul, County of Ramsey, State of Minnesota, served the attached Notice of Intent to Adopt Amendments Without Public Hearing along with the above captioned amendments by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, to all persons maintained on a list who have registered with the Department of Corrections for the purpose of receiving a notice of rule hearings.

Subscribed and sworn to before me on this 30th day of September, 19 80. Brenda G. Stiles

Linda K. Anderson

LINDA K. ANDERSON
NOTARY PUBLIC - MINNESOTA
RAMSEY COUNTY
My Comm. Expires May 3, 1981

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Stearns County Courthouse
St. Cloud, MN 56301

Les Green, MCB Chairman
MN Department of Corrections
430 Metro Squ. Bldg.
St. Paul, MN 55101

Jay Klein
Court Services Bldg.
Worthington, MN 56187

Bill Nelson, Director
Volunteers of America
2825 E. Lake St.
Minneapolis, MN 55406

Dan O'Brien, Director
Public Information
MN Department of Corrections
St. Paul, MN 55101

Bodo Suemnig
Courthouse
Stillwater, MN 55082

Chris Peterson
Ramsey County Juvenile Center
480 St. Peter St.
St. Paul, MN 55102

Richard Fritzke
Anoka County Court Services
Courthouse, 325 E. Main
Anoka, MN 55303

Carole Smith
784 Kenwood Lane
St. Paul, MN 55117

Ron Wiborg
Blue Earth Cty. Courthouse
402 N. 5th St.
Mankato, MN 56001

Wayne Wendel
210 S. 2nd Ave.
Long Prairie, MN 56347

Robert Erlanson
607 Front St.
Brainerd, MN 56401

Our File #650

Permanent Rule X w/o hrg.

Temporary Rule _____

RULES REVIEW CHECKLIST

DATE RULES RECEIVED 11/5/80 DUE DATE 11/19/80

Resubmitted and Received _____

a. Returned to Agency w/o Filing w/Secretary of State _____
b. Approved _____ Date Sent Back to Agency 11/19/80 Inter-Office

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1. Rules as Adopted ✓
2. Rules as Proposed ✓
3. Certificate of Board's Authorizing Resolution, where applicable N/A
4. Order for ~~Hearing~~ _____
5. Notice of ~~Hearing~~ Intent to Adopt w/o hrg. ✓ Sufficiency ✓ contains 4 statutory requirements
6. ~~Secretary of State's List~~ Agency List ✓ (one copy only)
7. ~~Certificate of Acquisition of Secretary of State's List~~ _____
8. ~~Secretary of State's Certification of Delivery of Secretary of State's List to Agency~~ _____
9. Affidavit of Mailing ✓ At least 30 days prior to ~~hearing~~ adoption ✓ 9.30.80.
10. Publication in State Register ✓ At least 30 days prior to ~~hearing~~ adoption ✓ 9.29.80
11. Statement of Need and Evidence ✓
12. ~~Hearing Examiner's Report~~ _____
13. Agency's Findings of Fact not submitted as separate document but see #15 - Order Adopting
14. Certificate of Board's Resolution Adopting Rules, where applicable N/A
15. Order Adopting ✓ 11-4 80
16. ~~Report of Chief Hearing Examiner~~ _____
17. Order Approving Incorporation by Reference, where applicable N/A
18. Certificate of Compliance with Rulemaking Procedures not submitted
19. Copy of Notice of Intent to Solicit Outside Opinion, where applicable N/A
20. Petition by Public, where applicable N/A
21. Affidavit of Notice of Submission to AG not submitted but see letter of transmittal from J. McLagan.