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DATE: February 14, 2003

PERSL #1374

TO: Agency Heads
Human Resource Directors/Designees
Exclusive Representatives

FROM: Cal R. Ludeman 
Commissioner

SUBJECT: **Administrative Procedure 15.6 – Transfers/Demotions/Promotions**

Currently Administrative Procedure 15.6 includes three attachments that are outdated. These attachments include information regarding:

- Determining salary when an employee moves between compensation grids;
- Movement through salary ranges due to progression, anniversary and performance increases; and
- Approved exceptions to the transfer policy.

Because changes in classifications and changes in bargaining agreements/plans necessitate the periodic revision of these compensation transaction guides, we have decided to no longer include the attachments with the administrative procedure. In the future, such guides will be found on the DOER website, in the Labor Relations/Compensation section, at:

<http://www.doer.state.mn.us/lab-rel/CompTransactionGuide.HTM>

This site will also be linked to Administrative Procedure 15.6, also located on the DOER website at:
<http://www.doer.state.mn.us/cmr-adpr/cmr-adpr.htm>.

The deletion of attachments has necessitated some minor changes in the administrative procedure narrative (deleting references to the attachments). In addition, we have discovered that there are several outdated references in the administrative procedure, which have been corrected. And we have made some minor format changes and clarifications, which do not change the procedure's substance or effect.

Because the changes made are non-substantive, the administrative procedure does not need to be posted for comments prior to implementation, in accordance with Administrative Procedure 4, Establishment of Administrative Procedures, which states:

“The Commissioner may implement, without posting, style or form revisions which do not materially change a procedure's substance or effect. These include changes to:

- a) correct spelling, grammar or typography;
- b) correct references to statute, rules or procedures;
- c) correct or implement processing instructions.”

Enclosed is the revised Administrative Procedure 15.6 – Transfers/Demotions/Promotions.

Also attached are current compensation transaction guides, which will now be included on the DOER website. They include the following:

- Decision Table for Determination of Movement Between Classes
- Decision Table for Determination of Movement Between Compensation Grids
- Approved Exceptions to Transfer Policy
- Movement Through Salary Ranges: Progression, Anniversary, Performance Programs

If you have questions about these materials, please contact Jill Pettis at (651) 297-5738 or Jill.Pettis@state.mn.us.