

GENERAL INFORMATIONFOREMPLOYEES OF THE MINNESOTA SCHOOL AND COLONY
RETYPE FROM ORIGINAL

The following information has been prepared for the purpose of making it easier to gain a knowledge of the policies, of the privileges and responsibilities of employment in state service in this institution. It is intended to show and interest in you personally as well as in the work you perform. Parts of it will be a guide for new employees, but I hope all will read it and find it useful.

This is one of seventeen institutions in the Division of Public Institutions of which Mr. Carl H. Swanson is the Director. "The Minnesota School for Feeble Minded and Colony for Epileptics" is the legal name of this institution, but in a conversation among ourselves and in the community, we refer to it as "The School and Colony". It was opened as an experimental department for fifteen feeble-minded children transferred from the Rochester and St. Peter State Hospitals in 1879, by the Board of Directors of the Minnesota Institute for Deaf, Dumb, and Blind at Faribault. In 1881 the legislature directed that the School for Idiots and Imbeciles be connected with the Minnesota Institute for Deaf, Dumb, and Blind, and granted an appropriation of \$25,000. for the erection of a building. The building was occupied the following year. In 1887 the School was made a department of the Minnesota Institute for Defectives. The present name was adopted in 1905. The Epileptics in our institution, except for the very low grade or seriously crippled, were transferred to the Colony for Epileptics at Cambridge when it was opened in 1925.

The present population of the institution is about 2600. Provision is made for the admission of persons of all ages with all degrees of mental deficiency who have been committed as feeble-minded. The lack of space is the only limitation imposed upon admissions from the waiting list. The institution owns about 1,200 acres, of which over 600 are under cultivation and has a large dairy herd, a central kitchen and bakery, laundry, power house, deep well, some buildings for employees, the usual shops and an administration building with a wing for the School Department. Patients are housed in several buildings of the linear type, in two infirmaries, in several cottages for boys and girls doing the various types of work necessary and in a new 200 bed hospital opened in 1937.

The five functions of the institution are:

- (1) Educating the high grade feeble-minded pupil by appropriate training in school, in shop, or on the farm, to fit him for life outside the institution and a return to community life if suitable plans can be made by his county Welfare Board.

- (2) To provide useful employment, with congenial companionship and a good substitute home for the intermediate grade defective incapable of a satisfactory adjustment to the outside world.
- (3) To care tenderly, humanely, and economically for the Helpless child whose presence in the home entails a burden too heavy and exacting for the family to bear.
- (4) To provide as adequately as possible for a difficult group which has gradually evolved as a result of the admission to the institution of delinquent defectives who are a menace to society or who are chronic, petty offenders, and who will not stay in an open building. They are housed in two locked cottages, one for males and one for females.
- (5) To act as an isolation unit for treatment in the hospital of cases of active tuberculosis.

It is apparent that satisfactory care, treatment, and training for these groups requires an understanding on your part of the particular work you are required to perform, and whole-hearted cooperation with other employees associated with you in working for the welfare of all of our patients. You will be expected to be courteous to fellow employees, patients and to all visitors, loyal to your fellow workers, institution, community, state, and nation; not to discuss institution matters outside or the proper channels and to have the same regard for the protection and preservation of state property and that of patients as for your own.

We have about 360 authorized positions, divided among about eighty different classes, and these are, with a few exceptions, covered by State Civil Service. The specifications of duties for all positions in the classified service, the wage schedules and the Civil Service Rules are available for reference in the Main Office and it is suggested that you familiarize yourself with them. If you at any time believe that you are not properly classified, that your rate of pay is not correct, or feel that you have any grievance, you should discuss the matter with your immediate supervisor and, if this is not satisfactory, arrange for an appointment with me.

Permanent appointments of employees are made only from the list of persons certified by the Civil Service Department, but temporary appointments may be made in the absence of eligible candidates. Those of you holding temporary (provisional) appointment should watch carefully for the Civil Service notices of examinations in the various classes in order to make the required applications and to take the examinations when given in order that you may

receive permanent status. All employees should watch for notices of the promotional examinations that may be given in classes higher than their own and in which they may desire to work, as the policy is to give preference when vacancies occur, by the promotion of our own employees if they can meet the civil service requirements at the time.

Your Department or Division Supervisors will give or see that you are given the special instructions necessary, but will expect that you request further information in regard to your duties or other matters, whenever in doubt. Employees are required at all times to have due regard for the welfare and happiness of patients under their care or assigned to them as helpers, but they should avoid showing favoritism to certain ones as disciplinary problems will result from the jealousy of others in the group. Experience will prove the necessity of treating all patients with equal fairness and kindness but avoiding undue familiarity with any.

Department or Division Supervisors will be expected to grant the reasonable requests as to days off duty, shifts, etc., of their subordinates in compliance with existing rules and laws and providing that services do not suffer thereby, and to bring to the superintendent's attention any unsatisfactory situation which exists so that a suitable adjustment may be made if possible. The objectives of the institution can be fully reached only if good morale exists among employees. This will occur only if there is a feeling on the part of all that they are expected to work and conduct themselves in a commendable manner, that they have satisfactory working and living conditions and believe that they will receive fair treatment, proper appreciation and compensation in return.

A person will be employed only in the class to which he was assigned by the Civil Service Department, unless temporarily changed to other work in an emergency. In such cases a report must be made to the superintendent by the employee's supervisor so that the Civil Service Department may be informed.

Employees must furnish and wear proper uniforms where these are required. Such uniforms will be laundered without expense to the employee.

Employees will be expected to inform themselves of the campus privileges of the particular patients under their care or assigned to them as helpers and do what may be necessary to see that such rules are observed.

Employees must be considerate and courteous to relatives visiting patients. However, if visitors request special privileges, such as taking a patient from the building, these must be referred to the Supervisor concerned to learn whether they may be granted. All requests for special reports in regard to patients or inquiries in regard to plans for them are to be referred to the Superintendent. All letters written by inmates must be sent through the regular institution channels for mailing.

Employees must not borrow money from inmates nor wear inmates clothing or that belonging to the State. They must not sleep while on duty, nor play games, read or write letters while on duty except it be in connection with the performance of work assigned to them by the proper superiors. They must not request nor permit inmates to render personal services or run errands for them except with the knowledge and approval of their immediate Supervisor. They must not accept money from relatives or others for patients as they are not permitted to have money in their own possession on the wards. Such money must be left in the main office by relatives or friends to be deposited to the credit of patients' personal accounts to be used for purchases they may want to make in the patients' store or elsewhere if the necessary permission has been secured.

Employees must not visit, have visitors, nor make or receive personal telephone calls while on duty.

PARKING AND WASHING CARS: Employees must not park, wash their cars or permit them to be washed on the institution grounds except in accordance with existing rules.

Employees are urged to keep always in mind the danger of fire, to keep informed and observe all rules with reference to fire prevention and to determine specifically what they will be required to do in case of fire. The Chief Engineer is in charge of fire prevention and fire fighting and his instructions in this regard must be promptly and fully observed.

Patients are not permitted to have matches or lighters in their possession. All employees must turn over to their supervisors any such coming to their attention together with a statement of the violation observed in order that such further action as may be indicated may be taken to prevent accidents from this source.

Employees are also urged to be ever mindful of the danger of accidents and to see that they and the inmate helpers assigned to them observe all "Safety First", precautions. The Chief Engineer is in charge of accident prevention and his instructions in this regard must be promptly and fully observed.

In case of an accident to a patient, first aid is to be given promptly, a staff physician and the charge attendant, division supervisor or department head notified and arrangements made for prompt return to the grade or transfer of the injured person to the hospital if necessary. In case of accident to self occurring while employed or while on institutions grounds, the employee is to notify the department or division supervisor promptly so that first aid may be given and the resident physician notified to determine whether further treatment is indicated and to prepare the report of the accident to the Superintendent's office for the information of the Industrial Commission. Employees who have not taken a Red

Cross First Aid Course are urged to do so at the first opportunity as a knowledge of first aid principles is highly desirable.

SICK LEAVE: Notice of absence from duty because of illness or accident must be given to the Department or Division supervisor concerned by the employee as early as possible with information as to time of expected return to duty. Payment for sick leave may be granted in accordance with Civil Service Rules when an employee is incapacitated from the performance of duty by sickness or injury; when some member of the employee's immediate family is seriously ill and requires his or her attendance; or when through exposure to contagious disease the employee's presence in the institution would jeopardize the health of others. Any employee desiring to utilize allowance for SICK LEAVE, shall make a written request for it to the Superintendent, stating the reason for such absence and upon request shall furnish whatever further information necessary to determine whether it is proper to approve such request. If the absence has been for two or more successive days on account of illness, the employee may be required to furnish a signed statement by a registered physician or other practitioner before approval of the request is reported by the Superintendent to the Director of Civil Service.

ANNUAL LEAVE: Employees entitled to annual leave according to existing rules, may be granted such leave upon request to and approval by the Superintendent upon the recommendation of the proper supervisors or heads of departments.

LEAVE OF ABSENCE WITHOUT PAY: Request for such leave should be made to the Superintendent stating the length of time desired and the reasons for the request and may be granted if the welfare of the institution will be served. Military Leaves will be granted in accordance with existing laws and Civil Service Rules.

CHARGE FOR MEALS AND CREDITS FOR MEALS MISSED:
According to existing rules of the Director of the Division of Public Institutions:

"All employees living in an institution shall be required to take full maintenance.

Required residence at the institution to be determined by the Superintendent.

Such determination to be made by the Superintendent because of the nature of the employment and the availability of accommodations.

Superintendent is charged with the responsibility of keeping all available employees quarters occupied.

When considered necessary by the Superintendent because of the nature of their employment, employees will be required to take one or more meals in the institution. In respect to all other employees it will be optional with them.

If an employee living outside of the institution elects to take any meals at the institution, full charge will be made for that payroll period.

Maintenance credit will be given for meals only in the case of continuous absence from the institution for one week or more, which has been approved by the Superintendent."

The maintenance credit for meals missed will be given to employees in accordance with the above rules providing WRITTEN NOTICE is given the dining room in ADVANCE of such absence, stating the beginning of the period and the expected date of return in accordance with these rules and will be computed at the rate of \$7.50 per month for the employee eating one meal per day at the institution; \$15.00 if two meals; and \$20.00 if three meals. If conditions prevent advance notice, credit may be given providing written notice is sent the Superintendent's office at as early a time as possible.

Under date of August 18, 1939, the following instructions were received from the Director of Public Institutions, Mr. Carl H. Swanson:

"Any officer or employee found intoxicated while on duty, bringing liquor into the institution, or using liquor to excess at any time, shall be discharged.

Any officer or employee found guilty of ill treating patients in any manner shall be immediately discharged and where the evidence is such as to render conviction reasonably sure, he shall be prosecuted in the courts."

Prohibitions against political activity and coercion and against influences other than merit must be observed by all employees, as provided in the following quotations:

"No discrimination shall be exercised, threatened or promised, by any person in the civil service against or in favor of any applicant, eligible, or employee in the civil service because of his political or religious opinions or affiliations. (Sec. 15, Chap. 441, Laws of 1939)"

"No officer or employee holding a position in the classified service of this state shall, directly or indirectly, solicit, or receive, or be in any manner concerned in soliciting, or receiving, any assistance, assessment, or subscription, whether voluntary or involuntary, for any political purpose whatsoever, or for any political party or affiliate thereof. No officer or employee in the classified service shall be a delegate or alternate to any political convention. No officer, agent, clerk or employee of this state shall directly or indirectly use his authority or official

influence to compel any officer, or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription or contribution, or to take part in any political activity. Any person who violates any provision of this section shall be guilty of a misdemeanor, and shall be punished accordingly, and if any officer or employee in the classified service is found guilty of violating any provision of this section, he is automatically separated from the service.

- (2) Any officer or employee in the state classified service shall resign from the service upon filing as a candidate for public office. (Sec. 29, Chap. 441 Laws of 1939)"

The general information which has been given will, I hope, stimulate all employees to continue the record of accomplishment already made here in re-educating for a return to their communities, under supervision of County Welfare Boards, of those patients who have become capable of full or partial self support; to make life as pleasant as possible for those requiring prolonged institutional care but able to perform routine work of value to the institution and of interest to themselves; and of kind, thoughtful care to the unfortunate individuals so seriously handicapped that they are incapable of leading much more than a physical existence. Our state has assumed a responsibility for these wards and it is our desire to meet the needs of each as fully as is possible. May we together endeavor to make this as good a substitute as is possible for a truly good home for those entrusted to our care through providing adequately for their security, health, education and happiness during their residence here.

E.J. Engberg, M.D
Superintendent

June 1, 1944