

64-PRE-DPW
State Inst - Gen

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

November 2, 1964

PERSONNEL REPORT FISCAL YEAR 1964

TABLE OF CONTENTS

	Table or Figure	Page
<u>Number of Employees on Payroll</u>		
Number by Year	I	3
Approved Complement & Average Number	II	4
<u>Personnel Characteristics</u>		
Status	III	5
Sex	1	6
Pay Step	IV	7
Median Age	V	8
Veterans Status	VI	9
<u>Change in Employees' Status</u>		
Vacancies (by type of agency)	VII	10
Vacancies (by occupational group)	VIII	10
Accessions	IX	11
Promotions	2	12
Appointments above Minimum	X	13
Leaves of Absence by Type	3	14
Leaves of Absence by Agency	XI	15
Separations by Type	XII	16
Separation Rates for All Personnel	XIII	17
Separation Rates for Nurses and Psychiatric Technicians	XIV	18
Reasons for Resignations	XV	19
Most Frequent Reasons for Resignations	XVI	20
Reasons for Suspensions	XVII	20
Reasons for Not Accepting Employment	XVIII	21
<u>Sick Leave</u>		
Average Number of Days Taken	XIX	22
Number of Days and Employees	XX	22
<u>Overtime</u>		
Number of Employees Using	XXI	23
Number of Hours Used	XXII	23
Number of Hours Worked, Liquidated, Unliquidated	4	24
Costs	XXIII	25
<u>Accidents</u>		
Frequency and Severity Rates	XXIV	26
Cost of Workman's Compensation	XXIV	26
Data of Prior Years	XXV-XXX	28-35

The annual Personnel Report for fiscal year 1964 (FY 64) (July 1, 1963 - June 30, 1964) includes some summary data from past years for comparison purposes. The data on pages 3-4 and 10-21 was obtained from institutional personnel reports. The data on pages 5-9 was obtained from Civil Service tabulating cards. The data on pages 26-35 was obtained from Industrial Commission reports. There are some differences in totals between tables from different sources. This is due primarily to trainees and unclassified employees being included in institution reports, but not in all the tables based on the Civil Service tabulating cards.

DISTRIBUTION:

Commissioner - 6
Divisions - Medical Services - 5, Administrative Services - 5, Others - 2
DPW Library - 1
DPW Institutions - 3
Civil Services Dept. - 3
 Attention: Mr. John W. Jackson - 1
 Mrs. Vera Likens - 1
 Mr. Ralph Corey - 1
Dept. of Administration
 Attention: Mr. Earl Evenson - 1
Industrial Commission
 Attention: Mr. Gene R. Larson - 1
Mr. George Starke - 1
 Merit System Representative
 Dept. Health, Education & Welfare
 2302 Federal Office Bldg.
 911 Walnut
 Kansas City 6, Mo.

(For changes in distribution, notify Administrative Analysis Section, DPW.)

ABBREVIATIONS:

FY - Fiscal Year (July 1 - June 30)
MH - Mental Hospitals
MDE - Mentally Deficient and Epileptic Institutions
SI - Specialized Institutions
GLSS - Glen Lake State Sanitorium and Oak Terrace Nursing Home
MRTC - Minnesota Residential Treatment Center
CO - Central Office, Department of Public Welfare
MSH - Minnesota Security Hospital

NUMBER OF EMPLOYEES ON PAYROLL

Table I
Number of Employees on Payroll
at the End of the Fiscal Year

(Includes psychiatric aide trainees, excludes other trainees and project employees paid from Building Account 211.)

Type of Agency	FY	56	57	58	59	60	61	62	63	64
IF		2,743	2,813	2,819	2,779	2,917	2,891	2,878	2,919	2,863
MDE		1,149	1,190	1,262	1,509	1,610	1,545	1,697	1,708	1,679
SI		672	680	689	591	563	572	929	975	996
CO		340	354	359	368	339	338	331	340	345
TOTAL		4,904	5,042	5,139	5,247	5,429	5,346	5,835	5,942	5,883

The number of employees decreased slightly over the past year. This was chiefly due to a decrease of 57 employees at Faribault.

Table II
Approved Complement and Average Number of Employees

Agency	Approved Complement	Average* No. Employees
Anoka	410.83	410
Fergus Falls	481.08	476
Hastings	273.5	267
Moose Lake	296.42	296
Rochester	453	454
St. Peter	548.5	551
Minnesota Security Hospital	73.5	69
Willmar	342	335
TOTAL MH	2,878.83	2,858
Brainerd	308.25	265
Cambridge	564	558
Owasso	44	41
Faribault	766	750
Owatonna	148	137
Shakopee	10.16	10
TOTAL MDE	1,840.41	1,761
Ah-Gwah	253	250
Braille	65.5	64
Gillette	264.16	271
GLSS	305	303
MRTC	75	49
Deaf	127.5	112
TOTAL SI	1,090.16	1,049
Central Office	261.35	345
TOTAL	6,070.75	6,013

*Average is determined by adding the number of employees of each payroll and dividing the sum by the number of payrolls.

There was close agreement between the average complement and the average number of employees except at three agencies. The differences were due to increase in complement at Brainerd and MRTC.

-5-
TABLE III
Status of Employees In Percent
on June 30

AGENCY	PERMANENT %	PROBATIONARY %	PROVISIONAL %	UNCLASSIFIED %	TRAINEES %	TOTAL %
Anoka	82	9		1	8	100
Fergus Falls	92	6		1	1	100
Hastings	78	8	2	1	11	100
Moose Lake	85	7	2	1	5	100
Rochester	82	8	1	1	8	100
St. Peter and Minnesota Security Hospital	89	6	1		4	100
Willmar	86	5	2	1	6	100
Total MH	86	7	1		6	100
Brainerd	67	11	1	1	20	100
Cambridge	81	7		2	10	100
Faribault	87	7		1	5	100
Owatonna	87	12		1		100
Shakopee	89		11			100
Total MDE	82	8		1	9	100
Ah-Gwah-Ching	87	11	2			100
Braille	93	5	1	1		100
Gillette	85	13	2			100
GLSS & OTNH	86	12	2			100
MRTC	44	34	2	2	18	100
Deaf	92	6	1	1		100
Total SI	84	12	2	1	1	100
Central Office	80	16	2	1	1	100
Grand Total	84	8	1	1	6	100

Permanent status employees accounted for 78 percent or more of the total employees at all institutions except MRTC and Brainerd. These two had the highest probationary and trainee percentages because of the hiring of new employees.

Figure 1 - Percent of Classified Employees by Sex on June 30

Percent Men	Agency	Percent Women	Total Number of Employees*
33	Anoka	67	364
51	Fergus Falls	49	469
45	Hastings	55	231
52	Moose Lake	48	280
41	Rochester	59	404
52	St. Peter	48	563
57	Willmar	43	314
48	Average MH	52	2625
40	Brainerd	60	214
30	Cambridge	70	521
42	Faribault	58	707
55	Owatonna	45	116
0	Shakopee	100	8
38	Average (M.D.E.)	62	1566
27	Ah-Gwah-Ching	73	235
35	Braille	65	65
20	Gillette	80	238
29	GLSS & OTNH	71	273
54	MRTC	46	46
39	Deaf	61	105
29	Average ST	71	962
39		61	339
41	Overall Average	59	5492

Women comprised a larger percentage of our overall staff than men. The specialized institutions had 71 percent female employees, while the mental hospitals had only 52 percent. The overall average was 59 percent women and 41 percent men. This year's percentage has one percent more men and one percent fewer women than last year. The trend had been toward the employment of a higher percentage of women since 1958, when women were only 52 percent of the employees.

*Total number composed of permanent and probational employees. Provisional, unclassified and trainees excluded.

TABLE IV
Number of Classified Employees
At Each Pay Step on June 30

AGENCY	Steps	1	2	3	4	5	6	7 & above	None Given	Total
Anoka		88	58	38	20	36	90	34	0	364
Fergus Falls		77	49	26	48	38	166	65	0	469
Hastings		42	32	15	22	19	66	34	1	231
Moose Lake		46	40	18	21	22	94	39	0	280
Rochester		78	60	27	31	26	126	55	1	404
St. Peter		81	109	40	33	38	133	129	0	563
Willmar		52	35	32	26	31	95	43	0	314
TOTAL MH		464	383	196	201	210	770	399	2	2625
Percent		18	15	7	8	8	29	15		100
Brainerd		86	77	19	9	13	9	1	0	214
Cambridge		106	87	52	78	60	116	22	0	521
Faribault		124	122	34	45	55	209	117	1	707
Owatonna		32	20	11	12	3	24	14	0	116
Shakopee		3	1	0	0	1	3	0	0	8
TOTAL MDE		351	307	116	144	132	361	154	1	1566
Percent		22	20	7	9	9	23	10		100
Ah-Gwah-Ching		74	29	11	14	18	49	40	0	235
Braille		13	9	3	10	8	11	11	0	65
Gillette		62	28	17	18	24	55	34	0	238
GLSS & OTNH		87	33	5	15	26	62	45	0	273
MRTC		29	10	2	2	2	1	0	0	46
Deaf		17	12	6	7	12	39	12	0	105
TOTAL SPECIALIZED		282	121	44	66	90	217	142	0	962
Percent		29	13	5	7	9	22	15		100
Central Office		78	56	35	33	28	54	54	1	339
Percent		23	17	10	10	8	16	16		100
GRAND TOTAL		1175	867	391	444	460	1402	749	4	5492
Percent		21	16	7	8	8	26	14		100

Step 6 has been the most common step since this information was first recorded in FY59. Step 1 is twice as large as last year. Step 1 and 2 contains 307 more employees than last year.

TABLE V
Median Age of Classified Employees by Agency on June 30

AGENCY	FY	59	60	61	62	63	64
	Yrs.&Mos.						
Anoka		45-9	47-6	46-5	47-11	47-10	46-8
Fergus Falls		48-0	48-1	46-5	48-8	48-2	47-11
Hastings		40-3	45-2	43-6	46-6	45-0	46-8
Moose Lake		49-0	49-1	47-10	49-4	48-5	49-3
Rochester		47-8	48-6	45-8	48-2	46-7	46-1
St. Peter		49-10	50-1	47-6	49-9	47-7	47-8
Willmar		42-4	43-7	42-11	43-10	45-0	44-9
AVERAGE MH		47-7	47-10	45-11	48-0	47-0	47-1
Brainerd		42-6	44-6	41-11	44-0	42-1	43-2
Cambridge		47-11	49-1	48-7	49-1	47-5	47-7
Faribault		48-6	51-5	49-5	51-3	49-10	48-9
Owatonna		48-8	52-6	51-0	54-5	51-2	48-8
Shakopee		46-9	55-0	55-8	57-0	54-10	57-1
AVERAGE MDE		48-5	50-3	48-1	48-0	48-1	47-8
Ah-Gwah-Ching		49-10	52-1	50-10	50-11	48-11	50-0
Braille		48-11	49-5	49-2	51-5	48-4	49-6
Gillette		45-4	47-11	44-4	47-5	44-5	46-9
GLSS & OTNH					53-6	49-1	49-1
MRTC					35-9	37-2	31-11
Deaf		5-10	52-11	51-10	54-7	52-11	52-4
AVERAGE SI		48-0	50-3	48-0	50-6	47-6	48-3
CO		41-0	40-9	41-8	43-6	42-2	42-0
OVERALL AVERAGE		46-5	48-5	46-7	48-11	47-1	47-2

There was little change in median ages over the past year.

TABLE VI

Veteran's Status of Classified Employees by Agency on June 30

AGENCY	Non-Veteran	Veteran	TOTAL
Anoka	344	20	364
Fergus Falls	406	63	469
Hastings	210	21	231
Moose Lake	242	38	280
Rochester	367	37	404
St. Peter	506	57	563
Willmar	262	52	314
TOTAL MH Percent	2,337 89	288 11	2,625
Brainerd	172	42	214
Cambridge	496	25	521
Faribault	623	84	707
Owatonna	102	14	116
Shakopee	8		8
TOTAL MDE Percent	1,401 89	165 11	1,566
Ah-Gwah-Ching	207	28	235
Braille	60	5	65
Gillette	222	16	238
GLSS & OTNH	262	11	273
MRTC	44	2	46
Deaf	100	5	105
TOTAL SI Percent	895 93	67 7	962
CO Percent	293 86	46 14	339
GRAND TOTAL	4,926	566	5,492
Percent	89.7	10.3	100.0

89.7 percent of Welfare's employees are non-veterans and 10.3 are veterans. Veteran employment peak since FY 58 was 12.6 percent in FY 59. Largest percentage of veteran employees is found in the MH and MDE with 11 percent. Highest percentage of non-veteran employees is found at the specialized institutions with 93 percent.

CHANGES IN EMPLOYEES' STATUS

TABLE VII
Vacancies June 30

AGENCY	FY	58	59	60	61	62	63	64
MH		136	99	64	70	64	44	75
MDE		26	59	31	46	31	38	53
SI		18	19	23	21	40	47	47
CO		25	17	26	30	22	17	18
TOTAL		205	194	144	167	157	150	193

TABLE VIII
Vacancies June 30

OCCUPATIONAL GROUP	FY	59	60	61	62	63	64
Physicians		14	10	14	11	19	11
Nurses		32	21	17	20	27	25
Psych. Tech.		47	25	46	37	29	38
Social Service		10	10	10	8	8	7
Rehabilitation		16	14	9	18	22	30
Psychology		6	2	1	5	3	5
Clerical & Accounting		15	16	20	14	9	17
Dietary		6	9	11	6	6	7
Housekeeping & Custodial		26	15	11	14	12	27
Maintenance		10	5	5	8	4	12
Miscellaneous		12	17	23	16	5	10
Admin. Staff						6	4
TOTAL		194	144	167	157	150	193

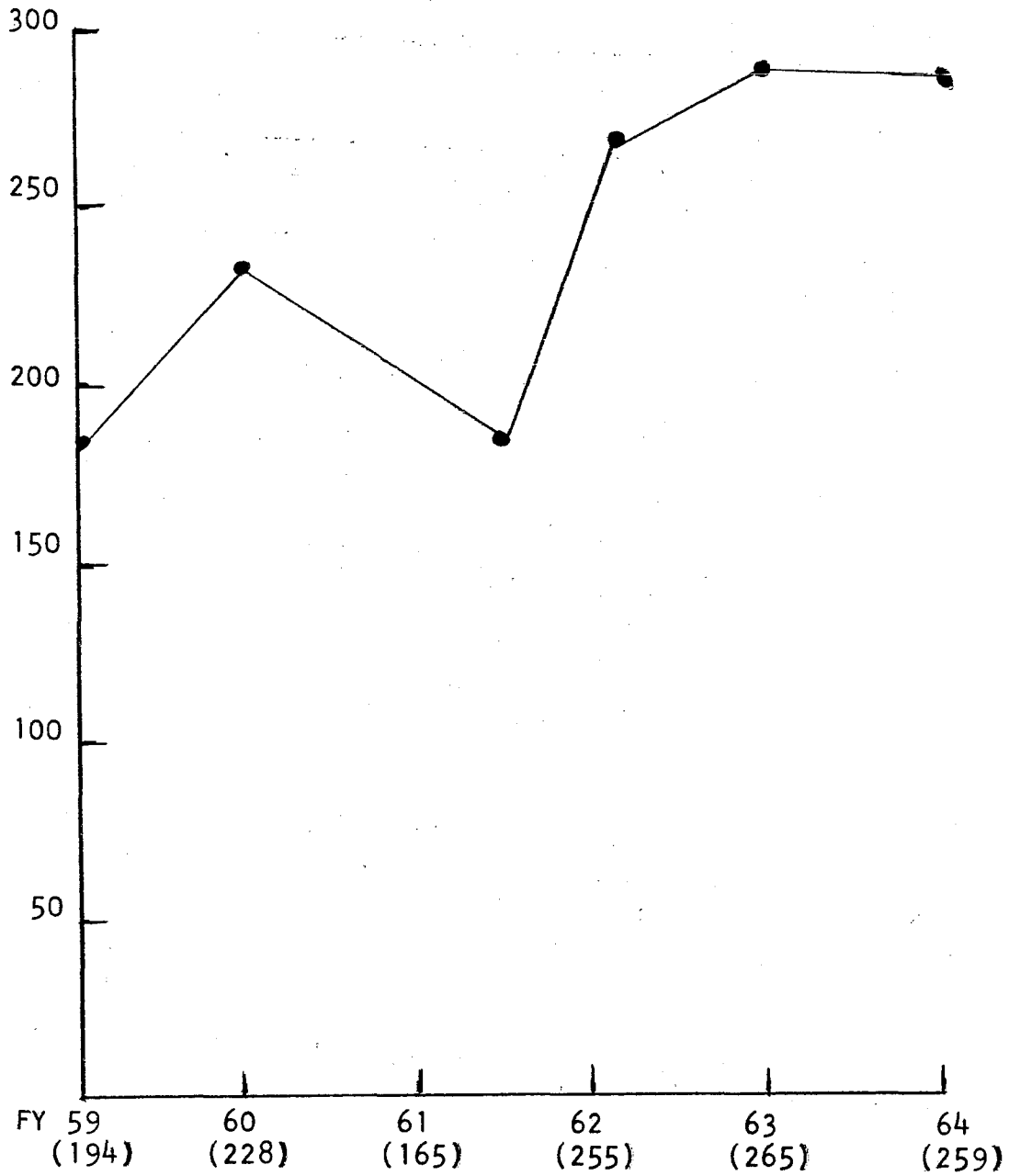
Vacancies increased over the previous year except at specialized institutions. Greatest number of vacancies were for psychiatric technicians (38), rehabilitation (30), housekeeping and custodial (27), nurses (25).

TABLE IX
DEPARTMENT ACCESSIONS BY FY

Accession Actions			FYs			
	<u>57</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>63</u>	<u>64</u>
Original	866	791	843	728	673	649
Trainee					441	393
Temporary	79	74	123	191	100	37
Emergency	49	73	77	40	84	96
Provisional	355	359	209	174	228	174
Transfer	30	27	55	37	58	42
Reinstatement	82	69	74	63	107	87
Other	63	274	477	460	21	24
TOTAL	1,524	1,667	1,858	1,693	1,712	1,502
Employees Added	1,266	1,288	1,477	1,499	1,466	1,313

Accession actions and the number of employees added decreased in 1964 by 13 per cent and 16 per cent respectively.

Figure 2
Promotions by FY



The number of promotions has varied little in the last three years.
The trend tends to remain stable.

TABLE X
Number of Appointments* Above the Minimum
By Step at Which Appointment was Made, By Year,
By Occupation Grouping

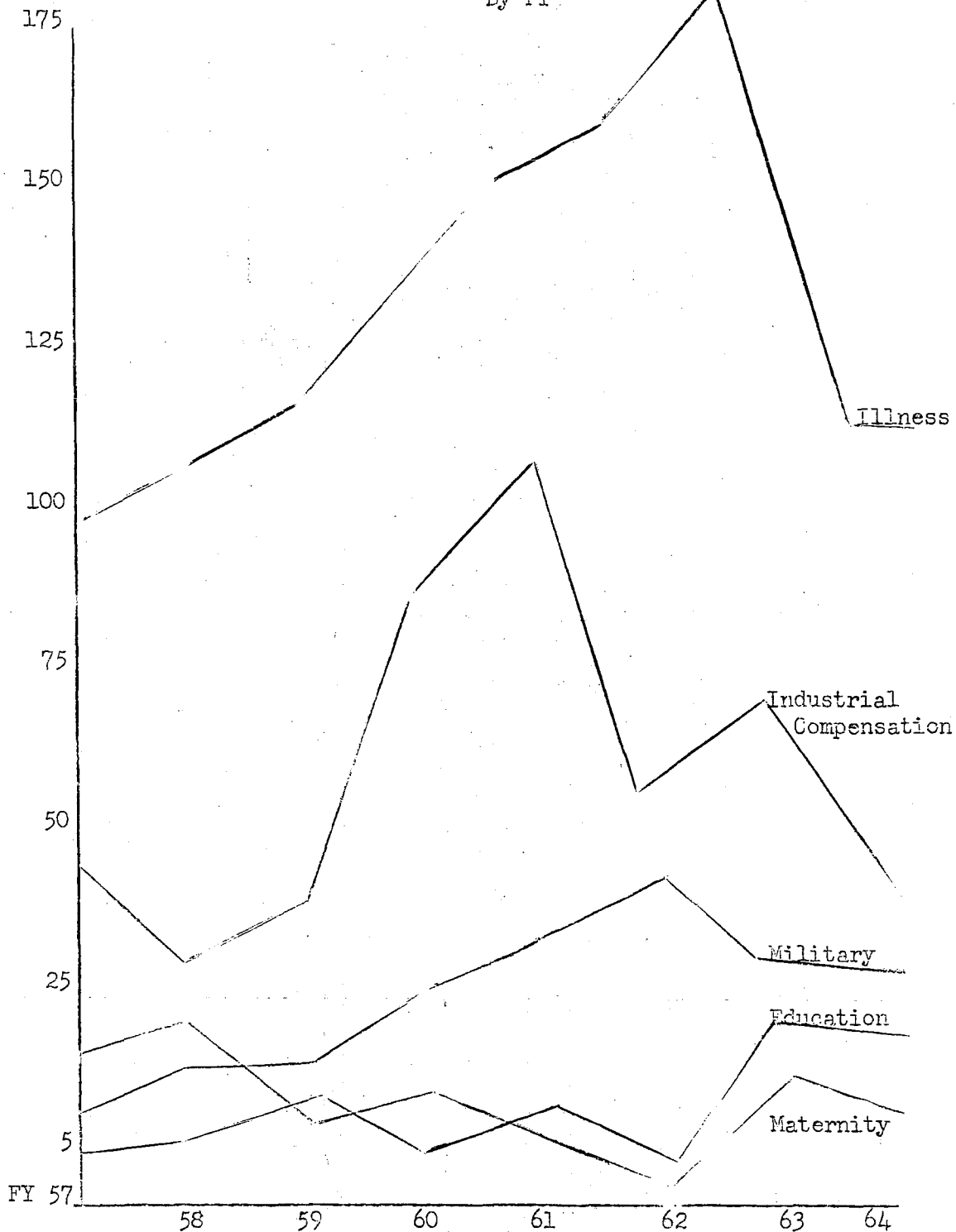
Step	FY	OCCUPATIONAL GROUPING												TOTAL
		1	2	3	4	5	6	7	8	9	10	11	12	
		Physicians	Nurses	Aides	Social Services	Rehabilitation	Psychology	Clerical and Accounting	Dietary	Housekeeping and Custodial	Maintenance	Miscellaneous	Admin. Staff	
2	59	-	9	15	2	3	2	4	-	1	-	4	-	40
	60	4	6	10	1	-	2	3	3	-	-	-	-	29
	61	2	15	6	-	-	-	6	1	-	1	2	-	33
	62	2	4	4	1	4	1	8	-	-	4	2	-	30
	63	-	6	5	4	8	-	4	5	4	1	1	1	39
	64	3	4	9	5	7	1	2	1	-	3	1	2	38
3	59	-	9	4	4	-	2	1	-	-	-	6	-	26
	60	3	19	14	3	-	-	2	-	1	2	2	-	46
	61	5	16	24	4	3	-	3	1	1	1	4	-	62
	62	7	7	15	4	3	2	5	-	-	4	0	-	47
	63	-	6	4	4	3	1	2	2	1	-	4	3	30
	64	4	1	4	5	9	1	5	1	-	10	3	-	43
4	59	1	3	4	-	3	5	2	-	1	1	4	-	24
	60	1	4	1	3	1	1	-	-	-	1	2	-	14
	61	6	2	5	2	-	-	-	2	1	3	3	-	24
	62	3	1	4	1	2	2	3	-	1	-	2	-	19
	63	5	10	10	5	2	1	3	-	1	-	2	2	41
	64	2	3	9	4	8	2	3	2	1	1	2	2	39
5	59	1	2	-	2	-	1	1	-	-	-	2	-	9
	60	1	1	-	2	-	-	1	-	1	1	2	-	9
	61	-	-	2	2	2	3	-	-	-	2	3	-	14
	62	-	2	1	1	-	2	2	1	-	-	2	-	11
	63	2	1	-	1	2	3	1	-	1	1	3	1	16
	64	-	3	6	2	2	1	1	2	1	3	1	2	24
6 & Above	59	4	6	5	-	2	1	1	-	2	2	3	-	26
	60	3	2	-	-	-	-	1	1	-	1	1	-	9
	61	2	1	2	1	2	3	1	1	-	1	2	-	16
	62	3	3	3	1	1	2	3	1	-	-	2	-	19
	63	4	1	2	1	5	2	1	-	1	1	3	1	22
	64	1	4	5	2	1	3	1	-	3	-	2	-	22
TOTAL	59	6	29	28	8	8	11	9	-	4	3	19	-	125
	60	12	32	25	9	1	3	7	4	2	5	7	-	107
	61	15	34	39	9	7	6	10	5	2	8	14	-	149
	62	15	17	27	8	10	9	21	2	1	8	8	-	126
	63	11	24	21	15	20	7	11	7	8	3	13	8	148
	64	10	15	33	18	27	8	12	6	5	17	9	6	166

* "Appointments" include reinstatements and transfers-in as well as original appointments.

Steps 2, 3, and 4, were the most frequently used in the last year. More psychiatric technicians and rehabilitation workers were appointed at above-the-minimum salaries than were other classes.

There was one appointment in the Medical salary range C.

Figure 3
Types of Leaves Granted
By FY



Leaves of absence decreased eighteen percent this year. The decrease occurred mainly in number of leaves for industrial compensation.

TABLE XI
Type of Leave Granted
By Agency

	Military	Maternity	Workmen's Compensation	Illness	Education	Other				TOTAL
Anoka		1		8	2	3				14
Fergus Falls	5									5
Hastings			1		6	1				8
Moose Lake			3	5						8
Rochester	1	2		7	1					11
St. Peter	3			8	1					12
Minn. Security										0
Willmar	1		2	1						4
TOTAL MH	10	3	6	35	4	4				62
Brainerd	3		1	9						13
Cambridge	1	1	15	5	1					23
Owasso			2	1						3
Faribault	2	3	6	29	2					42
Owatonna	3									3
Shakopee										0
TOTAL MDE	9	4	24	44	3	-				84
Ah-Gwah-Ching			1	8						9
Braille										0
Deaf										0
Gillette				3	2					5
GLSS-OTNH			4	12		2				18
MRTC	1			1						2
TOTAL - SPEC.	1	-	5	24	2	2				34
Central Office	5			7		1				13
GRAND TOTAL	25	7	35	110	9	7				193
Percent	13	4	18	57	4	4				100

Consistent with previous years, most leaves of absence were taken for illness and workmen's compensation. Leaves of absence for workmen's compensation decreased 51 percent. This decrease occurred chiefly in Mental Hospitals and at the Cambridge State School and Hospital.

-16-
TABLE XII
Separations
By Type of Separation
By Agency

AGENCY	Resignation	Retirement	Dismissal	Lay-Off	Termination of Prov. Appt.	Death	Transfer Out	Termination of Trainee	Other	TOTAL
Anoka	101	9	4	5	3	3	3	2		130
Fergus Falls	19	13	1			1	2			36
Hastings	76	4	1	3			3			87
Moose Lake	32	4				1	1	2		40
Rochester	88	10	3		2	4	4	12		123
St. Peter	78	14	1			2				95
Minn. Security	2	1								3
Willmar	46	8	1		1		2		2	60
TOTAL MH	440	62	11	8	6	11	15	16	2	571
Brainerd	54	3	3		1	3	1			65
Cambridge	98	8	4	1	2	4	3	11	2	133
Owasso	6	1					3			10
Faribault	63	18	9		1	5	4			100
Owatonna	9	14	2			1	1	2		29
Shakopee	1									1
TOTAL MDE	231	44	18	1	4	13	12	13	2	338
Ah-Gwah-Ching	38	5			2	2	2			49
Braille	2						1			3
Deaf	4	6			1	1	1			13
Gillette	46	6	2	3	4	2	1	3	2	69
GLSS-OTNH	75	8	24		5	2		9	4	127
MRTC	17		2				2	1		22
TOTAL SPEC.	182	25	28	3	12	7	7	13	6	283
Central Office	49	5	1		3	1	3	13	8	83
GRAND TOTAL	902	136	58	12	25	32	37	55	18	1,275
Percent	71	11	4	1	2	3	3	4	1	100

There was a slight increase in the numbers of separations. This increase occurred mainly in resignations at M.H. and MDE institutions.

TABLE XIII
Separation Rates For All Personnel
By Agency
In Percent

Agencies	FY	57	58	59	60	61	62	63	64
Anoka		48.6	38.2	36.7	38.0	36.5	35.4	36.0	31.7
Fergus Falls		14.4	10.9	19.0	13.8	10.0	5.9	9.4	7.5
Hastings		45.8	30.9	32.6	51.0	35.1	32.5	24.6	32.6
Moose Lake		15.5	12.4	16.9	15.1	9.0	15.5	9.1	13.5
Rochester		26.3	23.6	20.4	27.5	21.7	23.9	24.9	27.1
St. Peter		13.1	10.9	17.4	17.8	18.5	19.5	15.8	17.2
Minn. Security Hosp.									4.3
Willmar		17.2	14.6	12.0	18.9	19.2	14.7	13.4	17.9
AVERAGE MH		24.3	19.6	21.9	25.0	21.1	20.6	19.0	20.8
Brainerd		--	--	5.8	22.1	29.5	23.0	20.3	24.5
Cambridge		16.5	12.8	36.9	17.1	19.4	21.5	21.2	23.8
Lake Owasso		58.5	38.6	12.1	42.9	15.9	23.5	16.1	24.3
Faribault		13.0	12.6	15.6	10.5	16.1	15.4	12.9	13.3
Owatonna		21.1	29.2	18.8	28.0	27.3	12.2	19.4	21.2
Shakopee		18.2	18.2	--	--	--	18.0	10.0	10.0
AVERAGE MDE		16.7	16.9	22.3	16.2	19.7	18.3	17.3	19.2
Ah-Gwah-Ching		11.6	8.9	19.0	14.3	10.6	13.8	15.5	15.4
Braille		15.0	20.3	11.5	9.3	25.3	28.1	24.2	4.7
Gillette		27.8	25.0	27.2	28.4	33.2	26.7	37.7	11.6
GLSS & OTNH		--	--	--	--	--	14.0	40.4	25.5
MRTC		--	--	--	--	--	35.1	2.8	41.9
Deaf		15.2	15.6	9.4	0.1	14.2	16.0	14.0	44.9
AVERAGE SPECIALIZED		20.9	19.5	20.0	18.8	22.0	19.9	28.5	26.0
Central Office		22.1	22.3	24.7	36.6	33.1	25.4	22.5	24.0
ALL AGENCIES		20.6	18.2	22.0	22.6	21.6	20.0	20.3	21.1

The overall separation rates increased by an .8 percent rise over last year. The rates rose slightly at MH & MDE and declined at SI.

TABLE XIV
Separation Rates For Nurses and Psychiatric Technicians
By Agency
In Percent

Agencies	Nurses		Psychiatric Technicians (Aides)		
	63	64	63	64	
Anoka	54.2	58.3	42.4	36.3	
Fergus Falls	50.0	6.3	8.7	7.8	
Hastings	32.3	56.0	30.3	33.6	
Moose Lake	20.0	17.4	5.2	6.3	
Rochester	25.0	25.6	16.8	10.3	
St. Peter	16.7	10.0	12.0	7.2	
Minn.Security Hosp.	--	33.3	--	3.3	
Willmar	26.7	11.8	13.0	13.1	
AVERAGE MH	30.7	26.0	15.9	13.8	
Brainerd	22.2	42.9	18.7	21.7	
Cambridge	18.0	9.1	22.9	27.7	
Owasso	20.0	33.3	18.2	27.3	
Faribault	32.0	14.3	12.8	13.3	
Owatonna	--	--	--	--	
Shakopee	--	--	--	--	
AVERAGE MDE	24.6	20.0	17.9	20.4	
Ah-Gwah-Ching	24.7	25.2	39.0	62.8	
Braille	--	--	--	--	
Deaf	--	--	--	--	
Gillette	44.4	31.2	60.9	20.5	
GLSS & OTNH	43.8	25.7	85.3	71.4	
MRTC	--	33.3	--	--	
AVERAGE SPECIALIZED	35.7	26.7	69.3	49.4	
Central Office	--	--	--	--	
ALL AGENCIES	32.3	25.5	20.2	18.6	

The average separation rates for nurses and psychiatric aides was somewhat less this year as compared to FY 1963. There were several wide fluctuations over last years. Individual instances were reviewed and found to be due to natural causes.

TABLE XV
Reasons for Resignations

	Mental Hosp.	MDE Inst.	Spec. Inst.	Central Office	TOTAL
PERSONAL REASONS					
Poor Health	27	34	16		77
Maternity	46	30	15	6	97
To care for children or spouse	56	22	28		106
Husband or Family moving	22	9	15		46
To be married	7	6	10	3	26
To go to school	89	23	28	7	147
Transfer	2	5	1	3	11
Military Service	3	6	1		10
Age	--	2		5	7
Other Personal	32	2	28		62
Total Personal	284	139	142	24	589
LIVING ENVIRONMENT					
Housing facilities	-	-	-	-	-
Recreational - social facilities	2	-	-	-	2
Homesickness	2	-	-	-	2
General living costs	-	-	-	-	-
Locality	8	-	-	1	9
Other Environment	10	-	-	-	10
Total Environment	22	-	-	1	23
RELATIONS WITH PERSONNEL					
Relations with fellow employee	-	-	-	-	-
Relations with supervisor	5	-	2	-	7
Other relationships	1	-	-	-	1
Total Relations	6	-	2	-	8
WORK CONDITIONS					
Physical conditions of work	1	3	1	-	5
Insufficient work	1	1	4	-	6
Excessive Work	4	1	3	-	8
Other work conditions	4	5	2	3	14
Total Conditions	10	10	10	3	33
WORK DISSATISFACTION					
Interest of work (e.g. monotony)	8	3	3	1	15
Level of work (unsuited to ability)	7	1	4	-	12
Usefulness of work	-	-	-	-	-
Salary received	32	18	4	14	68
Lack of Promotional Prospects	5	-	1	3	9
Job Security	10	-	-	-	10
Other dissatisfaction	-	6	2	-	8
Total Dissatisfaction	62	28	14	18	122
MISCELLANEOUS					
Automatic Resignation	17	9	3	1	30
End of Project	5	13	13	-	31
Other	36	28	15	36	115
Total Miscellaneous	58	50	31	37	176

The total number of primary reasons for resignations is slightly larger than the number of resignations because in some cases two primary reasons were given. Reasons given for resignations fell chiefly into the general categories "personal reasons" and "work dissatisfaction".

TABLE XVI
Reasons Most Frequently Given
For Resignations

REASON	Number
Continue their education	147
Care for Children	106
Maternity	97
Poor Health	77
Salary	68
Family Moving	46
Total	541

The six reasons for resignations listed above account for 541 of the 951 reasons given, or about 57 percent of the total reasons for resignations.

TABLE XVII
Suspensions

REASON	Number of Persons	Total Number of Days
Drinking	6	71
Misuse of Hours (e.g. Failure to report, late)	6	95
Sleeping on Duty	8	40
Insubordination	3	40
No reason given	0	0
Other	15	123
Total	38	369

Thirty-eight persons were suspended for a total of 369 days. Forty-five percent days suspended were for drinking and misuse of hours.

TABLE XVIII
Persons Interviewed
Who Would Not Accept
State Employment
By Occupational Group

Occupational Group	Reason in Percent		Total Number
	Salary	Other	
Physicians	29	71	14
Nurses	30	70	10
Aides & Technicians	29	71	56
Social Service	57	43	14
Rehabilitation	43	57	7
Psychology	44	56	9
Clerical and Accounting	36	64	14
Dietary	50	50	8
Housekeeping and Custodial	0	100	18
Maintenance	0	100	9
Miscellaneous	0	100	1
TOTAL	29	71	160

Overall, 29 percent of the persons who would not accept state employment refused because of salary. The highest percentages of refusals on the basis of salary are social service, dietary, psychology, and rehabilitation services.

TABLE XIX
Sick Leave
Average Number of Days Taken
For All Employees

FY	59	60	61	62	63	64	
MH	5.9	6.0	5.9	6.7	6.6	6.5	
MDE	6.8	7.0	6.4	7.7	7.7	7.8	
SI	5.8	6.4	5.2	4.8	6.3	7.4	
CO	6.7	5.5	5.9	5.7	5.1	5.2	
TOTAL	6.2	6.3	5.9	6.6	6.8	7.0	

TABLE XX
Number of Days
Sick Leave Taken

FY	59	60	61	62	63	64	
MH	16,328	17,500	18,067	19,588	19,405	18,507	
MDE	10,309	11,214	11,323	12,234	13,221	13,780	
SI	3,406	3,610	4,217	4,642	6,456	7,769	
CO	2,462	1,858	2,018	1,862	1,721	1,814	
TOTAL	32,505	34,182	35,625	38,326	40,803	41,870	

The total number and the average number of days of sick leave taken increased slightly. The largest increase over last year occurred at Glen Lake, Oak Terrace. This increase was caused by 41 employees using 743 days of sick leave for hospitalization and long-term illness. The highest sick leave averages are at Owasso (8.8), Cambridge (8.6), and Hastings (8.6). Each of these organizations have reduced their sick leave average over the previous year.

OVERTIME

TABLE XXI

Number of Employees Using Overtime by Type of Agency

Item	Mental Hosp.	MDE Inst.	Spec. Inst.	Central Office	TOTAL
1 Overtime unliquidated at the beginning of FY	1,149	540	68	20	1,777
2 Overtime worked by all employees	1,715	1,634	368	54	3,771
4 Overtime taken as compensatory time off	1,696	1,566	321	45	3,628
5 Overtime paid in cash	416	300	122	16	854
6 Overtime earned but cancelled without benefit to employee	-	-	1	-	1
8 Overtime balance unliquidated at end of FY	1,117	824	103	20	2,064

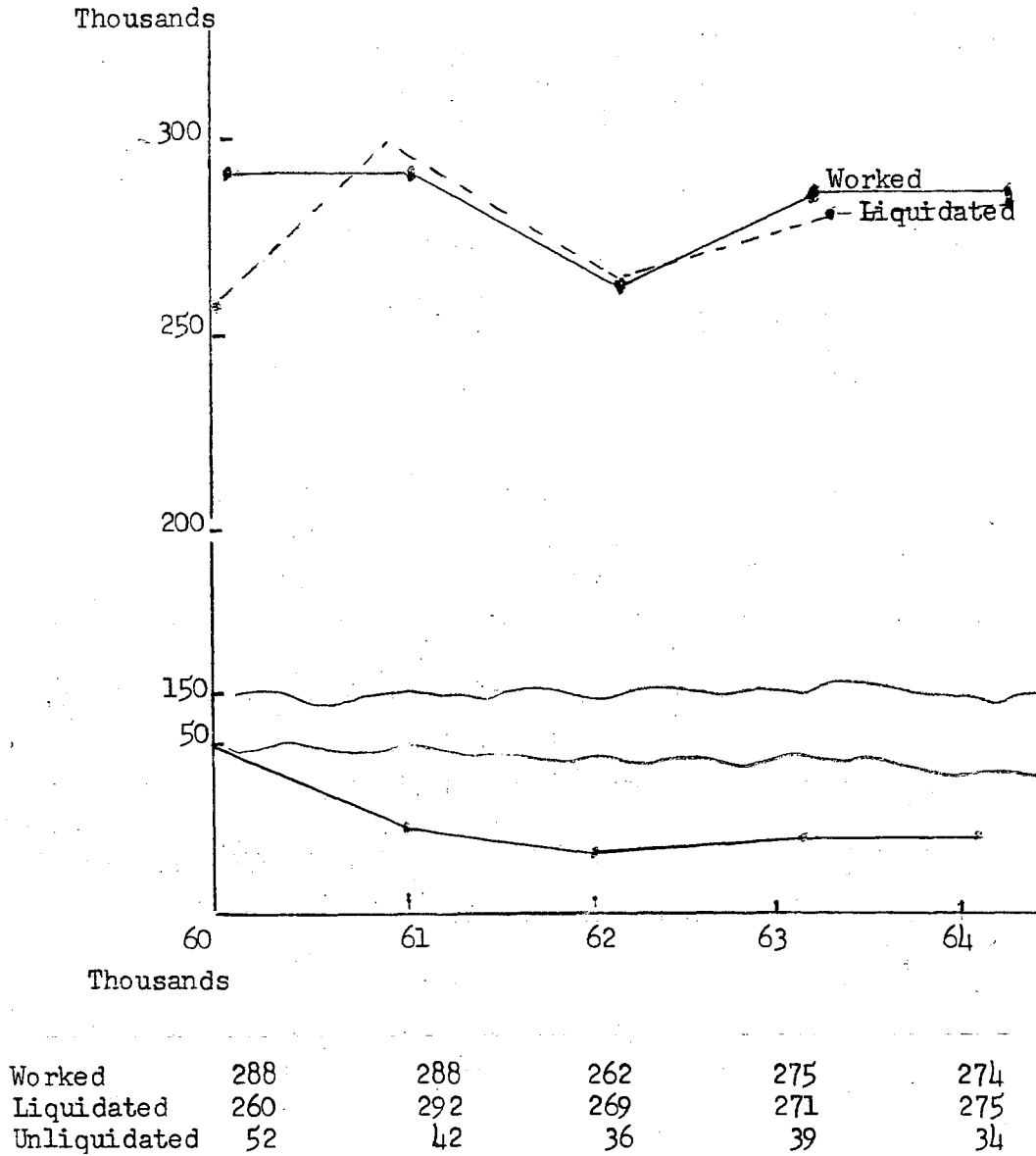
TABLE XXII

Number of Hours of Overtime Used by Type of Agency

Item	Mental Hosp.	MDE Inst.	Spec. Inst.	Central Office	TOTAL
1 Overtime unliquidated at beginning of FY	22,744	6,995	839	470	35,048
2 Overtime worked by all employees	109,245	144,462	19,185	1,532	274,424
3 TOTAL (Item 1 plus Item 2)	135,989	151,457	20,024	2,002	309,472
4 Overtime taken as compensatory time off	91,100	132,474	11,119	803	235,496
5 Overtime paid in cash	22,470	9,167	7,397	701	39,735
6 Overtime earned but cancelled without benefit to employee	-	-	3	-	3
7 TOTAL (Item 4 plus 5 plus 6)	113,570	141,641	18,519	1,504	275,234
8 Overtime balance unliquidated at end of FY (Item 3 minus Item 7)	22,419	9,816	1,505	498	34,238

Most overtime (76 percent) was taken as compensatory time off. The average amount of overtime worked per employee (hours) was 38 in MH, 82 in MDE, 18 in SI, 4 in CO.

Number of Hours Of Overtime Worked, Liquidated and Not Liquidated



The number of hours of overtime worked decreased 500 hours over last year. Overtime hours worked decreased 25,000 in MH and 1200 in CO and increased 20,000 in MDE, and 6,000 in SI.

The number of hours overtime liquidated has increased 5,000 hours over last year.

The overtime not liquidated at the end of the fiscal year decreased 5,000 hours over last year.

TABLE XXIII
Overtime Costs By Type of Agency

Item	Mental Hosp.	MDE Inst.	Spec. Inst.	Central Office	TOTAL
1 Overtime unliquidated at beginning of FY	\$ 51,858	\$ 13,503	\$ 1,933	\$1,446	\$ 68,740
2 Overtime worked by all employees	226,866	291,439	46,683	4,130	569,118
3 TOTAL (Item 1 plus Item 2)	278,724	304,942	48,616	5,576	637,858
4 Overtime taken as compensatory time off	186,272	268,744	25,284	2,233	482,533
5 Overtime paid in cash	48,252	17,969	19,859	1,724	87,854
6 Overtime earned but cancelled without benefit to employee	-	-	8	-	8
7 TOTAL (Item 4 plus 5 plus 6)	234,524	286,713	45,151	4,007	570,395
8 Overtime balance unliquidated at end of FY (Item 3 minus Item 7)	44,200	18,229	3,465	1,569	67,463

Overtime cost the state \$87,854 in additional salaries during the past fiscal year. This amount is \$26,106 less than overtime costs for last year. \$67,463 remains to be liquidated from FY64, which is about the same amount that resulted at the end of FY63.

FY64

TABLE XXIV
Accident Data

Frequency and Severity Rates							
Institution	Manhours of Exposure	Number of Accidents	No. of LTA	Days Lost	* Frequency Rates of Lost Time Accidents	** Severity Rates of Lost Time Accidents	Workmen's Com- pensation Claims 7-1-62 through 6-30-64
Anoka	856,080	171	35	180	40.9	210	\$ 67,488
Fergus Falls	1,000,168	194	20	477	20.0	477	53,917
Hastings	537,152	106	17	218	31.6	406	36,924
Moose Lake	617,174	12	3	160	4.9	259	24,223
Rochester	945,979	162	8	49	8.5	52	50,692
St. Peter	1,146,080	46	9	74	7.8	65	42,762
Security	143,520	7	2	10	13.9	70	184
Willmar	617,529	77	7	85	11.3	138	28,256
TOTAL MH	5,863,682	775	101	1,253	17.2	213	304,446
Brainerd	540,391	33	11	123	20.4	228	5,879
Cambridge	1,165,104	53	32	595	27.5	511	41,976
Wasson	85,608	8	3	77	35.0	1,000	7,155
Faribault	1,559,880	103	51	1,422	32.7	911	87,415
Watsonna	297,812	29	5	233	16.8	782	6,759
Shakopee	21,214	1	0	0	0	0	8,346
TOTAL MDE	3,670,009	227	102	2,450	27.8	667	157,530
Ah-Gwah-Ching	508,767	25	6	76	11.8	150	14,517
Braille	126,238	5	0	0	0	0	100
Deaf	196,631	14	4	8	20.3	41	5,986
Gillette	474,544	31	6	57	12.6	120	860
GLSS-OTNH	608,466	43	9	281	14.8	462	9,967
MRTC	109,863	18	3	5	27.3	46	2,393
TOTAL SPEC.	2,024,509	136	28	427	13.8	210	33,823
Central Office	720,360	4	4	15	5.6	21	5,623
Others***							1,485
GRAND TOTAL	12,278,560	1,142	235	4,145	19.1	338	502,907

*Number of disabling injuries per million man-hours worked. $\left(\frac{\text{Number disabling injuries} \times 1,000,000}{\text{Total employee hours worked}} \right)$

**Number of days lost per million man-hours worked because of disabling injuries. $\left(\frac{\text{Days lost} \times 1,000,000}{\text{Total employee hours worked}} \right)$

***Transferred or discontinued organizations.

The National Safety Council reports the following average rates for federal civilian employees: frequency rate - 7.89, severity rate - 458. Rates above these averages except MH and MDE are considered too high and require action. MH and MDE should compare their record with a frequency rate of 15 and the severity rate of 458.

The meaning of injury frequency rates has not been clear to many persons. A frequency rate of 20 means that 100 employees had 4 accidents in the year. So in FY63, with our department rate at 20.8, we had just a shade above 4, while this fiscal year, with our department rate at 19.1, we had just a shade below 4 accidents per 100 employees. If you wish to find your rate per 100 employees divide your listed frequency rate by 5.

The number of lost time accidents, the frequency rate, and the severity rate are all at their lowest points in the last four years. The cost, however, has reached an all time high of \$502,907. for the biennium. This is over \$100,000. higher than any previous biennium.

The institutions with the lowest frequency rates were Braille, Shakopee and Moose Lake. The institutions with the highest frequency rates were Anoka, Owasso and the Minnesota Residential Treatment Center. The institutions with the lowest severity rates were Braille, Shakopee, and Rochester. The institutions with the highest severity rates were Owasso, Fergus Falls and Glen Lake-Oak Terrace.

Some of the things which would assist in reducing accident rates and costs were included in a department study in 1962. These and the rates and costs of previous years are included in this report to assist you in establishing an effective safety program.

The department study:

A. Found that:

1. Most accidents occurred in wards (72 percent), kitchens (12 percent) and grounds (10 percent).
2. Most accidents' causes were attributed to patient inflicted (18 percent), implements, tools, machines (10 percent) and lifting patients (9 percent).
3. Most frequent nature of injury was back trouble (20 percent), soreness, swelling, bruises (19 percent).

B. Recommended that:

1. That each incident be completely investigated, that the supervisor investigate and submit a written report and that a safety committee or safety officer investigate and evaluate each incident and report.
2. That the department issue general accident rates and the institutions prepare statistical analysis of their previous injuries to assist in planning a safety program.
3. A definite monthly program with positive dates, times and places of meetings and subjects be planned. Subjects needing emphasis should be determined from the institution analysis.
4. Safety procedures be issued in local and department formal instructions.
5. Institutions officials be briefed periodically on safety achievements.
6. An effective annual safety awards program be established at both the department and institution with rigid standards for eligibility.

It appears that the applications of some of these recommendations have assisted in reversing the trend in the number of accidents.

Accident rates and costs of previous years are included in Tables XXV to XXX.

TABLE XIV

NUMBER OF LOST TIME ACCIDENTS

(A lost time accident is an accident which prevents a worker from resuming work at the beginning of the next day or shift.)

Institutions	(From Industrial Commissioner Reports)						(From Institutional Reports)				
	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963
Anoka	18	21	24	26	31	33	24	27	27	35	31
Fergus Falls	17	14	28	11	15	29	26	16	24	11	7
Hastings	12	8	4	20	11	11	11	13	8	16	16
Moose Lake	5	7	4	8	5	6	12	2	6	4	10
Hochester	11	7	12	6	10	16	8	12	12	6	10
St. Peter	15	17	30	16	14	20	24	28	15	17	14
Willmar	6	8	8	14	11	11	7	11	9	15	13
TOTAL MH										104	101
Brainerd	m	m	m	m	m	m	m	m	7	8	10
Cambridge	m	7	10	10	21	38	34	25		34	40
Owasso	m	m	m	m	4	0	0	4	2	1	3
Faribault	17	27	50	m	31	30	51	51	71	52	55
Owatonna	4	2	2	2	2	5	6	5	4	3	3
Shakopee	m	m	1	3	0	0	0	1	1	1	
TOTAL M.D.E.										99	111
Ah-Gwah-Ching	1	2	3	2	3	2	1	5	7	8	6
Braille	3	2	2	1	1	0	1	2	1	1	1
Deaf	2	1	4	0	4	4	5	3	2	3	1
Gillette	3	7	9	2	7	12	6	8	10	11	7
GLSS and OTNH										6	15
MCTC	1	1	m	0	1	0	m	m	0	0	0
TOTAL SPEC.										29	30
Central Office	0	3	0	1	3	4	6	2		4	3
Transferred											
DPW TOTAL	115	134	191	122	174	221	222	215	240	240	242

m - Missing

TABLE XXVI

NUMBER OF DAYS LOST

(All calendar days injured person is unable to work as a result of injury. Weighted figures in place of actual days lost are used for cases of death, permanent total or partial disability).

(Extracted From Industrial Commissioner Reports)(From Institutional Reports)											
Institutions	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963
Anoka	282	442	624	1386	785	330	495	781	3294	1563	800
Fergus Falls	286	308	226	233	501	227	113	174	62	156	29
Hastings	220	64	9	148	195	259	97	500	135	301	6202
Moos Lake	37	327	37	88	125	971	347	17	43	147	96
Roch ster	143	268	685	37	230	64	665	168	151	66	76
St. P ter	58	191	57	320	163	228	553	6908	123	1426	2833
Willmar	42	284	96	101	89	135	127	316	330	738	192
TOTAL MH	4417 10228										
Brainerd	m	m	m	m	m	m	m	m	45	69	138
Cambridge	m	198	451	327	318	6385	803	394		548	1064
Owasso	m	m	m	m	21	0	m	m	7	110	250
Faribault	867	1830	2253	1069	783	590	1533	1246	3326	995	1012
Owatonna	6298	4	74	2	12	22	54	27	55	9	23
Shak pee	m	m	7	36	0	0	0	5	2	9	41
TOTAL M.D.E.	2331 2528										
Ah-Gwah-Ching	24	5	35	6	15	8	3	66	71	94	39
Braille	28	45	44	33	4	0	1	4	11	6	10
Deaf	50	3	62	0	28	18	27	70	37	47	7
Gillett	76	64	101	9	24	64	68	17		90	
GLSS and OTNH										1101	382
MCTC											
TOTAL SPEC.	338 484										
Central Office	0	54	0	9	29	6034	47	223		45	11
Transferred											
DPW TOTAL	8419	4088	4767	3804	3325	15335	4933	10916	14284	7131	13240

m - Missing

The wide fluctuations are due to the arbitrary assessment of 6000 days lost for death or a variable number of days depending upon the nature and extent of the disability.

Table XXVII

Frequency Rates of Lost Time Accidents

	(Extracted From Industrial Commission Reports)							(From Institution Reports)			
	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963
Anoka	22.2	25.61	31.2	38.4	40.3	41.3	30.0	32.1	31.1	41.1	33.6
Fergus Falls	13.6	11.3	30.3	13.2	15.2	28.2	26.6	15.4	23.0	10.8	7.0
Hastings	15.8	10.54	5.3	41.2	19.2	20.7	18.0	21.3	13.6	26.2	26.3
Moose Lake	11.2	14.99	8.7	17.3	10.6	12.2	24.2	3.3	9.9	6.5	15.7
Rochester	15.1	8.11	13.6	7.0	11.2	17.5	8.9	13.1	12.5	6.3	10.4
St. Peter	13.2	15.47	26.7	15.7	13.4	19.2	20.3	22.6	13.6	14.9	9.9
Willmar	9.9	12.60	12.1	22.5	18.7	18.2	11.6	17.6	14.1	24.1	21.0
TOTAL MH										17.9	16.4
Brainerd	m	m	m	m	m	m	m	m	22.1	19.3	20.5
Cambridge	m	11.2	22.0	18.1	29.7	45.4	65.2	21.5	29.3	29.2	33.5
Owasso	m	m	m	m	41.9	0	0	45.8	21.8	11.3	33.0
Faribault	14.7	20.25	37.6	32.8	23.8	22.8	38.6	36.9	48.6	34.7	36.8
Owatonna	13.9	6.4	6.4	6.4	6.4	16.0	19.2	16.0	12.9	10.5	10.2
Shakopee	m	m	51.5	154.6	0	0	0	51.5	51.5	47.1	
TOTAL MDE										28.5	31.0
Ah-Gwah-Ching	2.4	4.37	6.6	5.1	6.8	4.4	2.2	11.4	16.2	18.1	12.4
Braille	24.8	19.69	17.5	8.7	8.6	0	7.9	15.9	8.0	8.3	8.3
Gillette	6.5	13.45	18.7	4.3	15.1	25.6	12.9	17.0	21.2	23.5	14.9
Deaf	10.4	4.88	19.8	m	20.0	20.5	24.9	15.2	10.1	16.0	4.7
Children's Center	33.3	33.2	m	0	60.8	0	m	m		0	0
GLSS and OTNH										24.3	26.0
TOTAL SPEC.										19.3	116.1
Central Office	0	3.02	0	1.6	4.7	5.5	8.8	2.6			4.2
DPW Rates									22.2	21.5	20.8

m - Missing

Frequency rate equals the number of disabling inquiries per million man-hours worked.
$$\left(\frac{\text{number disabling inquiries} \times 1,000,000}{\text{total employee hours worked}} \right)$$

Table XXVIII

SEVERITY RATES OF LOST TIME ACCIDENTS

	(Extracted From Industrial Commission Reports)							(From Institution Reports)			
	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963
Anoka	.35	.54	810	1837	1022	413	619	930	3796	1835	867
Fergus Falls	.30	.25	244	281	508	221	116	168	60	154	29
Hastings	.29	.09	12	305	341	487	159	820	229	492	10211
Moose Lake	.08	.70	80	190	266	1978	701	28	70	239	150
Rochester	.20	.31	775	42	257	70	740	183	157	69	79
St. Peter	.05	.17	50	314	156	219	469	5564	111	1253	1993
Willmar	.07	.45	145	163	151	224	211	505	515	1217	309
TOTAL MH										760	1656
Brainerd	m	m	m	m	m	m	m	m	142	166	284
Cambridge	m	.32	990	592	450	7628	13052	338		491	891
Owasso	m	m	m	m	220	0	0	859	76	1250	2752
Faribault	.75	1.37	1693	817	601	449	1162	901	2275	665	677
Owatonna	21.87	.01	237	6	38	71	175	87	177	31	78
Shakopee	m	m	361	1855	0	0	0	258	103	28280	1933
TOTAL MDE										671	706
Ah-Gwah-Ching	.06	.01	77	15	34	18	7	150	163	213	81
Braille	2.36	.44	384	288	35	0	8	32	88	50	83
Gillette	.16	.12	209	19	52	136	146	36	152	192	98
Deaf	.03	.01	307	0	140	92	135	354	187	251	33
Children's Center	.27	.03	m	0	182	0	m	m		0	0
GLSS and OTNH										409	661
TOTAL SPEC.										225	259
Central Office	0	.05	0	14	45	8301	167	334			15
DPW Rate									1326	657	1139

m - Missing

Severity rate equals the number of days lost per million man-hours worked because of disabling inquiries. $\frac{(\text{days lost} \times 1,000,000)}{\text{total employee hours worked}}$

Table XXIX

MANHOURS OF EXPOSURE

Institution	(Extracted From Industrial Commission Reports)								(From Institution Reports)		
	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963
Anoka	812000	820000	770000	754550	768000	800000	800000	840000	868000	852000	922896
Fergus Falls	1246100	1239700	925600	830576	985821	1028970	977600	1040000	1460000	1015040	998064
Hastings	759200	759200	759200	485761	572000	531648	611784	609936	588640	611784	607360
Moose Lake	445440	467126	458031	462641	470781	490976	495704	609456	602676	614096	638927
Rochester	729408	863200	884000	884000	894400	912601	898768	917280	960480	958392	964656
St. Peter	1133704	1098720	1123200	1019708	1045952	1041110	1179720	1241540	1100475	137748	1421313
Willmar	608320	634784	661413	620760	588236	604010	601496	626242	640570	622394	620475
TOTAL MH										5811454	6173691
Brainerd	m	m	m	m	m	m	m	m	316486	414733	486688
Cambridge	m	622600	455520	552240	705887	837000	521152	1165376		1163016	1194336
Faribault	1159408	1333280	1331200	1308820	1302080	1314560	1319616	1382160	1461600	1497096	1495008
Owatonna	287963	312000	312000	312000	312000	312000	312000	312000	312000	286063	293723
Owasso	m	m	m	m	95440	87360	86652	87360	91872	88442	90828
Shakopee	m	m	19410	19410	19410	19410	19410	19410	19410	21214	21214
TOTAL MDE										3470564	3581797
Ah-Gwah-Ching	420728	457600	453440	392120	437840	450531	458724	439136	431798	441612	482939
Braille	120960	101560	114480	114480	115920	125680	125680	125680	125680	120025	119799
Gillette	462100	520600	482568	466493	464058	469223	465491	470365	471829	467542	468378
Deaf	191738	204832	202248	200662	199893	195236	200405	197669	198016	186936	213718
Children's Center	30000	30120	m	30000	16440	40560		m	m	38480	3832
GLSS and OTNH										246502	577709
TOTAL SPEC.										1501097	1866375
Central Office	220000	991762	725920	638294	644640	726896	684112	767136	m	678080	709920
DPW TOTAL									10769076	11461195	11621863

m - Missing

TABLE XXX
EXPENDITURES FOR COMPENSATION
CLAIMS FOR ACCIDENTS

(FROM STATE COMPENSATION REVOLVING FUND REPORTS)

	<u>1953</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
Anoka	\$ 11,083.69	\$ 10,547.69	\$ 16,555.84	\$ 17,447.22	\$ 15,872.13	\$ 17,377.76	\$ 24,727.83	\$ 18,264.38	\$ 35,687.1
Fergus Falls	2,643.66	8,731.59	11,139.37	10,836.49	9,639.56	11,156.78	15,627.22	21,717.26	12,995.7
Hastings	3,164.85	5,440.52	8,268.81	1,799.33	3,077.59	4,139.10	7,046.03	11,678.33	5,810.2
Moose Lake	3,686.66	2,119.88	4,110.90	4,983.67	1,250.01	2,719.43	1,883.16	4,196.69	1,028.8
Rochester	5,445.90	4,699.35	13,580.63	18,244.92	24,585.08	19,055.38	22,986.54	25,969.91	22,740.5
St. Peter	12,835.39	11,946.34	6,239.91	11,000.71	8,598.24	12,527.27	8,979.82	23,685.46	11,817.9
Willmar	12,948.45	18,418.79	13,661.52	4,215.15	3,624.19	7,870.93	10,085.09	11,321.34	5,871.0
Brainerd	-	-	-	-	-	-	843.83	240.53	1,109.0
Cambridge	4,904.29	7,926.68	4,825.80	6,049.38	6,414.07	11,761.39	16,070.14	17,127.04	14,795.6
Faribault	14,500.69	36,591.34	29,745.07	20,505.45	22,180.82	24,754.91	31,184.35	32,202.11	47,081.2
Owasso	-	-	-	-	145.06	3,473.04	1,821.81	1,953.96	1,740.9
Owatonna	6,326.51	4,943.02	5,055.68	2,535.65	2,157.70	1,873.14	3,101.85	1,316.48	1,721.9
Shakopee	12.74	-	11.54	227.09	2,193.43	-	14.60	109.38	36.4
Ah-Gwah-Ching	6,538.90	4,036.10	6,063.65	7,158.34	7,596.62	3,795.27	3,712.33	2,250.89	888.6
Braille	161.07	137.17	326.89	1,245.05	98.27	43.35	213.83	92.22	293.7
Gillette	1,011.59	-	438.19	-	1,907.10	204.73	214.62	451.97	4.1
Glen Lake	-	-	-	-	-	-	-	-	-
Oak Terrace	132.08	-	-	-	-	-	-	-	-
Residential	-	169.24	51.42	155.28	31.36	22.98	-	88.59	491.61
Deaf	505.76	131.74	178.93	589.21	540.78	401.41	172.63	1,154.13	144.5
Central Office	207.87	22.16	1,943.90	8,443.32	2,028.80	385.68	2,190.82	3,555.14	3,978.8
Home for Girls	3,670.57	-	-	-	-	-	-	-	-
State Prison	2,267.95	707.96	688.45	1,697.05	288.95	969.07	455.76	498.26	-
" Reform-Men	314.27	282.88	6,220.18	1,276.80	1,821.98	1,814.04	1,192.59	2,910.00	156.61
" Reform-Women	56.29	100.24	10.50	39.62	-	177.41	300.60	21.77	-
Sandstone	591.76	2,709.73	17.80*	902.44	1,548.17	303.23	-	-	1,615.74
Sauk Centre	23.36	502.77	24.14	29.20	-	-	1,485.44	1,460.79	-
Home-Girls	3,670.57	2,925.18	2,880.85	2,797.06	2,113.79	1,944.80	949.54	946.83	946.73
Totals	96,659.87	123,090.37	131,258.51	122,178.93	117,713.70	126,771.10	155,260.43	183,213.16	170,957.71

* credit

-34-
TABLE XXX

EXPENDITURES FOR COMPENSATION
CLAIMS FOR ACCIDENTS

(FROM STATE COMPENSATION REVOLVING FUND REPORTS)

Institutions 1962

Anoka	\$33,953
Fergus Falls	26,804
Hastings	13,041
Moose Lake	3,082
Rochester	24,981
St. P t r	25,186
Willmar	11,152

TOTAL MH	138,198
----------	---------

Brainerd	1,630
Cambridge	24,398
Owasso	1,727
Faribault	28,412
Owatonna	737
Shakopee	270

TOTAL M.D.E.	57,174
--------------	--------

Ah-Gwah-Ching	3,764
Brail	321
Deaf	827
Central Office	
Gillette	1,083
GLSS and OTNH	3,194
MCTC	0

TOTAL SPEC.	9,190
-------------	-------

Central Office

Transferred

DPW TOTAL	204,562
-----------	---------
