

**MINNESOTA
DEPARTMENT OF
EMPLOYMENT &
ECONOMIC DEVELOPMENT**

**AFFIRMATIVE
ACTION PLAN
2004-2006**

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**AFFIRMATIVE ACTION PLAN
BIENNIUM 2004-2006
MINNESOTA DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT**

1. A review of our workforce revealed underutilization of the following protected group(s) in the following goals units:

State Wide

Goals	Women	Minorities	Disability
Officials/Managers	X	X	X
Professionals	X		
Technicians	X		
Protective Service Workers	n/a		
Paraprofessionals	n/a		
Office/Clerical		X	X
Skilled Craft Workers			
Service/Maintenance	X	X	

Metro Area*

Goals	Women	Minorities	Disability
Officials/Managers	X	X	X
Professionals			X
Technicians			X
Protective Service Workers	n/a		
Paraprofessionals	n/a		
Office/Clerical		X	
Skilled Craft Workers			
Service/Maintenance		X	

Greater Minnesota

Goals	Women	Minorities	Disability
Officials/Managers	X		
Professionals	X		
Technicians	X		
Protective Service Workers	n/a		
Paraprofessionals	n/a		
Office/Clerical		X	X
Skilled Craft Workers			
Service/Maintenance			

* Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

2. This plan is and will be posted at the following central locations so that every employee is aware of the Department's commitment to Affirmative Action for the biennium.

- Department of Employment & Economic Development intraweb
- DEED's Office of Diversity and Equal Opportunity
- DEED's Human Resources Office
- DEED's Commissioner's Office

3. This plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's Affirmative Action goals for this fiscal year.

Kathy Mullarky
Equal Opportunity Officer

8-05-2004
Date

4. This plan contains clear designation of those persons and groups responsible for implementing the attached Affirmative Action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

[Signature]
Commissioner

August 5, 2004
Date

5. This annual plan meets the rules governing Affirmative Action, MCAR Chapter 3905.0600, statutory authority 43A.04, and contains the goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

DOER AA Coordinator

Date

positively

Department of Employment
and Economic Development

Minnesota

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

**COMMISSIONER'S STATEMENT OF COMMITMENT TO EQUAL
EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

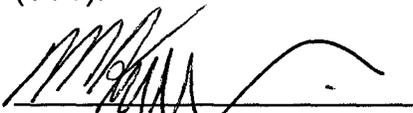
The Minnesota Department of Employment and Economic Development (DEED), as an employer and a provider of public services, is strongly committed to the equitable application of the principles of Affirmative Action, Equal Opportunity and Diversity. DEED fully supports the non-discriminatory provisions of all local, state and federal laws, rules and regulations that form the legal framework for affirmative action and equal opportunity.

Protected groups are defined by Minnesota Statute as women, minorities and persons with disabilities. We strongly support and will actively pursue a policy of affirmative action employment and retention for those classes and goal units experiencing underutilization. We endorse affirmative action as a viable and proper approach to ensuring that DEED's work force reflects the same configuration as the related work force as a whole.

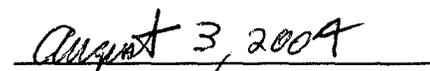
As the Commissioner of DEED, I am committed to the support of our Affirmative Action Plan and I endorse the State of Minnesota's Affirmative Action efforts. It is DEED's policy that no one will be denied opportunity for participation in our programs or services, in employment, or promotion based on race, color, creed, marital status, status with regard to public assistance, disability, sexual orientation, age, religion, national origin, sex or membership in a local Human Rights Commission. DEED's policies and practices are continuously reviewed in order to identify and eliminate any barriers to Equal Opportunity.

It is the responsibility of all DEED employees to promote and apply the principles of Equal Opportunity in their work and to cooperate fully with the Department's Affirmative Action initiatives. I believe that Affirmative Action is a positive effort to utilize the skills and resources of all present and future employees.

I have designated Kathy Mullarky as our Equal Opportunity Officer with full oversight authority to develop, implement and monitor compliance of the DEED Affirmative Action Program. If any employee or client believes s/he has been subjected to discrimination, s/he should contact the Deed Office of Diversity and Equal Opportunity (ODEO) at (651)296-1823 or 651-282-5174 (TTY).



Matt Kramer, Commissioner



Date

Office of Diversity & Equal Opportunity
390 North Robert Street • Saint Paul, MN 55101
651-296-1823 • Fax: 651-296-8763 • TTY/TDD: 651-282-5174

An equal opportunity employer and service provider

III. RESPONSIBILITY, DUTIES AND ACCOUNTABILITY OF IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

Every employee of the Minnesota Department of Employment & Economic Development is responsible for adhering to the department's policies relating to Affirmative Action, Equal Opportunity and Diversity. Furthermore, all employees are expected to demonstrate respect for each other, our customers, clients and stakeholders. Specific responsibilities and duties are delegated to various positions within the department and are outlined below:

I. DEED's Commissioner

A. Responsibilities:

The Commissioner is responsible to oversee and ensure implementation and compliance of the Department's Equal Opportunity Policy and Affirmative Action Program and all existing federal and state laws, rules and regulations.

B. Duties:

- To appoint or designate the Equal Opportunity Officer(s) and review and assess what the Equal Opportunity Officer(s) issues pertinent to the Affirmative Action Plan.
- To include accountability for the administration of the Department's Affirmative Action Plan in his or her position description and in the position description of staff reporting directly to him/her.
- To require managers and supervisors to be responsible for Affirmative Action, Equal Opportunity, Diversity, and Non-Discrimination principles in their annual objectives and hiring procedures.
- To take action on complaints of discrimination as outlined in the Affirmative Action Plan complaint procedure.
- To issue a written statement to all employees affirming support of the State's Equal Opportunity Policy and the Department's Affirmative Action Program.
- To make decisions and changes in policy, procedures, or reasonable accommodations as may be needed to facilitate effective Affirmative Action

C. Accountability:

The Commissioner is accountable to the Governor, directly, and indirectly to the Commissioner of the Department of Employee Relations (DOER).

II. DEED's Equal Opportunity Officer(s)

A. Responsibilities:

The Equal Opportunity Officer(s) is responsible for developing and administering the Affirmative Action Plan, Equal Opportunity and Diversity programs and monitoring progress and results on behalf of the Commissioner.

B. Duties:

- To monitor the day-to-day activities of the Affirmative Action Program.
- To work in partnership with managers and supervisors to assist them in fulfilling their Affirmative Action and Equal Opportunity responsibilities.
- To advise the Commissioner on all matters related to Affirmative Action, Equal Employment Opportunity and Diversity.
- To investigate alleged discrimination complaints and submit written summary of the issues, findings, conclusions, and recommendations to the Commissioner, Human Resources Director and appropriate management.
- To establish annual hiring goals and revise the Department's Affirmative Action Plan as required by the Minnesota Department of Employee Relations.
- To ensure that the Affirmative Action Plan is available to the agency staff at several locations, alternate formats and electronically.
- To oversee and monitor the Department's Pre-Hire Review process.
- To monitor employee exit surveys provided by DOER and to investigate identified complaints on those interviews.
- To act as a liaison between the Department and the Office of Diversity and Equal Opportunity at the Department of Employee Relations.
- To determine the need for Affirmative Action, Equal Opportunity, and Diversity training and to initiate the development of appropriate training programs.
- To provide Respect in the Workplace: Preventing Sexual Harassment, ADA and WIA Non-Discrimination and Equal Opportunity training for the Department.
- To oversee system-wide implementation of the Equal Opportunity and Non-discrimination elements of the Workforce Investment Act.
- To review Department policies, procedures, programs, and reasonable accommodations for persons with disabilities and to recommend changes to the Commissioner as the individual responsible for compliance with the Americans with Disabilities Act (ADA).
- To ensure all programs, services and activities of DEED are administered in an equitable manner adhering to all local, state, and federal civil rights legislation.
- To develop recruitment strategies aimed at the recruitment of protected class persons for employment, promotion, and training opportunities.
- To maintain contacts with protected group resources for recruitment purposes, and to hold membership in community organizations to keep abreast of new developments in the area of Affirmative Action, Equal Opportunity, and Diversity.
- To maintain records for reasonable accommodation, missed opportunities, and complaints of discrimination.
- To advise agency management of the requirement to provide contract assurances of Equal Opportunity and non-discrimination to vendors, grantees, partners and contractors.

C. Accountability

The Equal Opportunity Officer(s) are accountable to the DEED Commissioner, the Deputy Commissioner, and Human Resources Director.

III. Directors, Managers, and Supervisors

A. Responsibilities:

Directors, Managers and Supervisors are expected to ensure compliance with the DEED Affirmative Action Program and Policies and to ensure fair and equal treatment of all employees.

B. Duties:

- To assist the Equal Opportunity Officer(s) in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
- To recruit, hire, train and promote qualified protected class members where a disparity exists, and to insure equal treatment in all aspects of employment for all employees.
- To communicate and demonstrate a personal commitment to the Department's Affirmative Action Plan to all employees in their area of responsibility.
- To utilize Equal Opportunity Officer(s) as consultants on Human Resources actions involving discipline and discharge of protected class employees.
- To include responsibility statements for Affirmative Action/Equal Employment Opportunity in their position descriptions and annual performance objectives.
- To assist and make recommendations to the Equal Opportunity Officer(s) in recruitment activities and to include recruitment activities for protected group individuals.
- To discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
- To ensure the Department's Affirmative Action Plan is communicated to all employees and their work unit.
- To include accountability for the implementation of this plan and related policies in the position description of all unit employees.
- To utilize the Department's Performance Review Model.

C. Accountability:

Supervisors and Managers are accountable to their Managers and Directors and indirectly to the DEED Commissioner and Deputy Commissioner.

IV. Human Resources Director

A. Responsibilities:

The Human Resources Director is responsible to insure that all personnel policies are administered equitably and are uniformly applied to all employees, and shall take positive action to remove all barriers to equal employment opportunity within the Department.

B. Duties:

- To provide leadership to the Human Resources staff and ensure their adherence to affirmative action principles in the decision making process for all personnel actions.
- To ensure that managers and supervisors support the pre-hire review process.

- To include the Equal Opportunity Officer(s) in the decision making process of some personnel actions including hiring, promotion, disciplinary actions, reallocation, transfer and termination, Department and division-wide classification studies.
- To initiate and report on specific Affirmative Action Program objectives which are incorporated into the Affirmative Action Plan.
- To aid in the recruitment of members of protected classes and notify managers and supervisors of existing disparities, at the time of the interview.
- To make available to the Equal Opportunity Officer(s) all records and all informational data necessary to perform Affirmative Action duties and responsibilities.
- To provide guidance in the development and utilization of selection criteria to ensure, to the extent possible, that it is objective, uniform, and job related.

C. Accountability:

The Human Resources Director is accountable to the DEED Commissioner and Deputy Commissioner.

V. DEED's Employees

A. Responsibilities:

All employees shall be responsible for conducting themselves in accordance with the policies and procedures of the Affirmative Action Plan. Employees will refrain from any actions which would adversely affect the performance of a co-worker with respect to their race, color, creed, religion, national origin, sex (including sexual harassment), marital status, public assistance status, disability, sexual orientation, age, or membership activity in a local Human Rights Commission.

IV. COMMUNICATION AND DISSEMINATION OF DEED's AFFIRMATIVE ACTION PLAN

DEED continues to take proactive action to both communicate and disseminate the Affirmative Action Plan. The following information describes the steps DEED is currently taking to relay the information and spirit of the Affirmative Action Plan both internally and externally.

Internal Dissemination

1. A physical copy of the Affirmative Action Plan is available at the DEED Commissioner's office, Office of Diversity and Equal Opportunity, the Human Resources Director's office, and the DEED library.
2. The Affirmative Action Plan will be provided to each member of the Commissioner's Office and Management Team and available electronically through the ODEO intraweb address:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

3. The Affirmative Action Plan is available to all staff at all job sites and locations through the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

4. Statements and posters ensuring Non-Discrimination and Equal Opportunity are permanently posted and conspicuously displayed in areas available to employees and consumers at all Minnesota WorkForce Centers and DEED locations. ODEO oversees the currency of the posters.
5. The DEED Office of Diversity and Equal Opportunity publishes brochures that outline the Department's Discrimination Complaint Procedure and Sexual Harassment Policy. The brochures are available to all employees and consumers at all WorkForce Centers, DEED locations, Office of Diversity and Equal Opportunity and electronically at the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/discrimination.html>

6. The Affirmative Action Plan will be available to anyone who requests this information. The Office of Diversity and Equal Opportunity will supply the plan in full or in part and it will be made available, on request, in alternative format.
7. The Office of Diversity and Equal Opportunity conducts a session during New Employee Orientation (NEO) that informs new employees of DEED about the Department's commitment to Affirmative Action and Equal Employment Opportunity, relevant policies, the complaint procedure and the services provided by ODEO. Supervisors orient new employees to the Affirmative Action Plan.
8. DEED's Affirmative Action and Equal Employment Opportunity policies and procedures are included in our Policy and Procedures Manual. The Policy and Procedures Manual is routinely updated and is available on the DEED intraweb address at:

<http://intraweb.des.state.mn.us/ref/ppm/ppmhome.html>

9. The Affirmative Action plan is available on the DEED intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

DEED's AFFIRMATIVE ACTION PLAN

External Dissemination

1. Statements and posters ensuring Non-Discrimination and Equal Opportunity are permanently posted and conspicuously displayed in areas available to employees and consumers at all Minnesota WorkForce Centers and DEED location
2. DEED will encourage recruitment resources to recruit and refer qualified females, minorities and persons with disabilities for employment with the Department.
3. The DEED Office of Diversity and Equal Opportunity publishes brochures that outline the Department's Discrimination Complaint Procedure and Sexual Harassment Policy. The brochures are available to all employees and consumers at all WorkForce centers, DEED locations, Office of Diversity and Equal Opportunity and electronically at the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/discrimination.html>

4. DEED ensures that all client forms, brochures, handouts, and advertising have Affirmative Action and /or Equal Employment Opportunity statements which reiterate the Department's Policy or commitment. Guidelines are available at the DEED' Marketing Style Guide intraweb address at:

<http://intraweb.des.state.mn.us/market/style/guidelin.htm#print>

5. All job postings and department letterhead will include the statement "An equal opportunity employer and service provider."
6. All persons and organizations receiving grants or any funding from the department will be informed of the Affirmative Action and Equal Employment Opportunity policies and contract assurance requirements.
7. The Affirmative Action Plan is available to anyone who requests this information. The Office of Diversity and Equal Opportunity will supply the plan in full or in part and it will be made available, on request, in alternative format.
8. A copy of this plan will be provided to employee bargaining units in the most timely and cost effective manner.

DEED**DISCRIMINATION****PPM417**

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Introduction

Definitions

Policy

Complaints

- General Provisions
- Complaint Process
- Appeal Process
- External Options

Contact Person: Kathy Mullarky (Kathy.Mullarky@state.mn.us)
651.297.3410 (Voice); 651.282.5174 (TTY)

INTRODUCTION

This chapter provides guidelines for dealing with discrimination in the Minnesota Department of Employment and Economic Development (DEED). The purpose of this policy is to provide work environments free of unlawful discrimination.

Discrimination because of, based on, or directed at an individual's protected class characteristic is a violation of:

- Title VII of the Civil Rights Act of 1964, as amended
- American with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)
- Equal Pay Act
- Chapter 363A of the Minnesota Human Rights Act

All employees should be informed that harassment based on discrimination is unacceptable behavior, and each employee is responsible for the application of this policy. This policy covers DEED consumers and any person, whether a paid employee, applicant for employment, intern, consultant, or contractor under management of DEED.

Employees and consumers may request more information and assistance from the DEED Office of Diversity and Equal Opportunity (ODEO). ODEO, in conjunction with the DEED Training and Learning Resources Office, offers training on preventing sexual harassment; employees must attend this training at least once **every five years**.

DEFINITIONS

Discrimination: To segregate, treat differently, or make an employment decision on the basis of an individual's protected class characteristic, i.e., race, color, creed, religion, national origin, sex (including pregnancy and childbirth status; and sexual harassment), marital status, status with regard to public assistance, disability, sexual orientation, age, or membership in a Human Rights Commission.

Discriminatory Harassment: A repeated, blatant, or persistent pattern of verbal, psychological, social, or physical action which results in intimidation, ridicule, entrapment, degradation, coercion, or harm with the purpose or effect of unreasonably and substantially interfering with and/or jeopardizing an individual's employment. Behavior that unreasonably creates an intimidating, hostile, or offensive work environment among co-workers or between supervisors and subordinates **and** is based on a protected class characteristic. Discriminatory harassment may take these forms: repeated disparaging, belittling, demeaning, or insulting remarks; repeated jokes about an employee or a characteristic unique to the employee; or sabotage of an employee's character, reputation, work efforts, or property.

Local Human Rights Commission: An agency of a city, county, or group of counties created pursuant to law or a resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Marital Status: Whether a person is single, married, remarried, divorced, separated, or a surviving spouse; and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

National Origin: The place of birth of an individual or any of the individual's lineal ancestors.

Person with a Disability: A person who 1) has a physical, sensory, or mental impairment that materially/substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

NOTE: The Minnesota Human Rights Act defines a "qualified person with a disability" as: 1) with respect to employment, a person with a disability who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and 2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices; removal of architectural, communications, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service. For this purpose, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

Religion: A commitment or devotion to a religious faith or observance. Religion includes all

aspects of religious observance, practice, and belief. An employer is obligated to reasonably accommodate the religious observances or practices of employees and applicants, unless to do so would cause an undue hardship on the context of its business.

Sexual Harassment: A form of discriminatory harassment that includes unwelcome behavior of a sexual nature such as requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- 1) Submission to that conduct or communication is made either explicitly or implicitly a term or condition of obtaining employment, public accommodations, or public services; or
- 2) Submission to, or rejection of, that conduct or communication is used as a factor in decisions affecting employment, public accommodations, or public services; or
- 3) That conduct or communication has the purpose or effect of substantially interfering with employment, public accommodations, or public services; or creating an intimidating, hostile, or offensive environment when obtaining employment, public accommodations, or public services; and in the case of employment, the employer knows or should know of the existence of the discriminatory harassment and fails to take timely and appropriate action.

Examples of sexual harassment may include:

- Any behavior of a sexual nature that the recipient or bystander finds unwelcome.
- Unwanted sexual comments, looks, innuendos, or suggestions about one's body or sexual activity.
- Unwanted, unnecessary touching, brushing against one's body, patting, or pinching.
- Demanding sexual favors accompanied by implied or overt threats concerning conditions of employment.
- Displaying pictures, objects, or publications of a sexual nature in work areas.
- Use of language implying inferiority based on sex.
- Electronic display or transmission of sexually explicit, obscene, or demeaning material.
- The deliberate or careless creation of an atmosphere of sexual harassment or intimidation.

Sexual Orientation: Having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person; or having or being perceived as having an orientation for such attachment; or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Status with Regard to Public Assistance: The condition of being a recipient of federal, state, or local assistance--including medical assistance--or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

POLICY

DEED prohibits discrimination against any employee, applicant, person eligible for consideration of employment, contractor, volunteer, member of a community board, or a customer because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. This includes both overt acts of harassment and those acts that create an intimidating, offensive, or hostile work environment. These prohibitions extend to any location, activity, or event associated with DEED or its employees in their capacity as representatives.

DEED will ensure and maintain an environment that is free of discrimination and discriminatory harassment. Application of this policy is the responsibility of each manager, supervisor, and employee. Violation may constitute grounds for disciplinary action, up to and including discharge. Each situation will be evaluated on individual circumstances and severity.

COMPLAINTS

For the purposes of this policy, a complaint is a dispute or disagreement raised by an employee, applicant, person eligible for consideration for employment, contractor, volunteer, member of a community board, or customer. The allegation must be based on discrimination.

The complaint procedure may be used by any of the above-cited people a) whose dispute or disagreement is based on the belief they have been discriminated against; or b) who believe they are the victim of retaliatory action by a DEED employee as the result of filing a complaint, cooperating in an investigation, or otherwise participating in any action under the complaint procedure.

GENERAL PROVISIONS

- In the course of a complaint, all documentation associated with the complaint will be considered confidential; the status of the complaint, however, is public.
- Coercion, reprisal, or intimidation against those filing a complaint (the "complainant") or serving as a witness is prohibited. Any alleged coercion or reprisal will be investigated as an additional charge of discrimination.
- ODEO has the discretion to accept a complaint after termination of employment.
- Complaints usually will not be investigated while the matter is being simultaneously pursued through other internal grievance and/or appeal processes.
- The complainant, through the equal opportunity officer or the commissioner, will be advised of his or her right to file a charge of discrimination--within 365 days after the occurrence--with administrative agencies such as the Minnesota Department of Human Rights or within 300 days with the Equal Employment Opportunity Commission; or to file with an attorney in private practice.
- Regardless of the outcome of an investigation, DEED will take no adverse or retaliatory action against a complainant who reports conduct she or he considers to be a violation of DEED's policy against discrimination.

COMPLAINT PROCESS

Individuals who have a concern about discrimination may make a complaint to his or her direct supervisor. If the employee's supervisor is the person perceived to be engaging in unlawful discrimination, the employee may go to her or his next-higher supervisor, manager, director, ODEO, Human Resources personnel, or the commissioner. Complainants may at any time present complaints directly to a DEED program director, the equal opportunity officer, or the commissioner.

This is the complaint process:

Who	Step	What
Complainant	1	At the time of filing, complete an intake questionnaire, available from ODEO. Provide all supporting evidence; sign a written charge; and submit the materials to the equal opportunity officer. Complaints must be brought within one year after the last occurrence of the alleged discriminatory act.
Equal Opportunity Officer	2	<p>Determine, within 30 days of receiving the complaint, whether ODEO has jurisdiction by determining if the complaint alleges discrimination against the individual's protected class characteristic and if the complaint is timely and proper for resolution through this complaint procedure.</p> <ul style="list-style-type: none"> • If it is determined that the complaint is in fact a discrimination complaint, continue to Step 3. • If it is determined that the complaint is not related to discrimination, but rather general harassment or other issues, refer it to the complainant's supervisor, the Human Resources Office, the site manager, or the proper administrative agency for investigation.

NOTE: If the complainant is suffering irreparable harm in the absence of immediate action, the equal opportunity officer, the Human Resources director, or the commissioner may take whatever action is deemed appropriate to remedy the situation while the complaint is being investigated.

- 3 Investigate the complaint. This may include interviews with, or statements from, all parties involved, including the complainant, respondent, complainant's supervisor(s), witnesses, and co-workers; and a review of all pertinent records or documents relating to the complaint.

Note: It is the responsibility of any DEED employee involved in an investigation to participate by providing truthful, accurate, and complete information.

- 4 Upon completion of the investigation, prepare a written report determining if the complaint was sustained. The claim may also be dismissed as unsubstantiated due to a lack of evidence to conclude that discrimination

has occurred.

- Appropriate Management Staff 5 Review the investigation report and, if deemed necessary, take proper corrective action up to and including discharge when the investigative findings give merit to the complaint allegations.

A written determination of the investigative findings will be provided to the complainant and respondent at the conclusion of the investigation. Management is responsible for corrective and disciplinary action, follow-up inquiries, and any training that is felt necessary.

The investigative file stays in ODEO. The file is confidential and kept separate from an employee's personnel file; it can only be accessed as permitted by the Minnesota Data Practices Act.

APPEAL PROCESS

If the disposition of the complaint is not satisfactory to the complainant or respondent, either party may appeal the decision to the commissioner in writing within ten workdays following notification of the disposition of the complaint.

The commissioner or his or her designee will review the appeal and discuss with the complainant as necessary. The commissioner will give a written decision to the complainant or respondent within a reasonable period. The commissioner's decision is final.

EXTERNAL OPTIONS

Any employee, applicant, person eligible for consideration for employment, contractor, volunteer, member of a community board, or customer may file a discrimination complaint with the Minnesota Department of Human Rights, the U.S. Equal Employment Opportunity Commission, the Department of Labor's Civil Rights Center, or an appropriate court of law.

[Return to PPM Homepage](#)

Issue Date: 09/04

VI. GOALS AND TIMETABLES

The DEED analysis method used in this plan adopts the federal and state two-factor analysis method. The two-factor analysis considers the following:

- The placement of women, minorities, and individuals with disabilities with requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the employer either usually or may reasonably seek candidates to fill vacancies (External factor).
- The percentage of women, minorities and individuals with disabilities among those individuals who may be promoted, trained or transferred from within the organization (Internal factor).

Placement goals are determined based on the results of the two-factor analysis

The Agency's workforce disparity statistics and hiring goal objectives will be further detailed in the chart labeled Incumbency v Estimated Availability Summary. This information is listed by job groupings within the EEO 4 categories and will help identify specific hiring goals for identified job groupings. This chart will be completed by November 1, 2004.

Goal considerations reflect department funding priorities, hiring in FY 2004/2006, and employees returning from layoff.

GOAL and TIMETABLES CHART

GOALS AND TIMETABLES for DEED/Statewide

EEO Job Group	Women			Minorities			People with a Disability		
	Number Underutilized	Goal	Timetable	Number Underutilized	Goal	Timetable	Number Underutilized	Goal	Timetable
Officials and Administrators	4	2	6/30/06	3	1	6/30/06	3	1	6/30/06
Professionals	21	10	6/30/06	0			21	10	6/30/06
Technicians	2	1	6/30/06	0			0		
Protective Services	-			-			-		
Paraprofessionals	-			-			-		
Office/Clerical	0			4	2	6/30/06	6	3	6/30/06
Skilled Craft	0			0			0		
Service Maintenance	1	0		1			0		

INCUMBENCY V. ESTIMATED AVAILABILITY

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Disparity?
108 Economic Security Careers	3		0 - Female Minorities Disabilities			
112 Executive Leadership Careers	14		5 - Female Minorities Disabilities			
118 Information Technology Careers	3		1 - Female Minorities Disabilities			
124 Management Careers	64		22 - Female Minorities Disabilities			
140 Jobs & Training Programs	1		0 - Female Minorities Disabilities			
170 Law	1		0 - Female Minorities Disabilities			
201 Accounting/Audit/Fin Careers	50		18 - Female Minorities Disabilities			
206 Diversity and EEO Careers	1		1 - Female Minorities Disabilities			
7 Economic Development Careers	28		10 - Female Minorities Disabilities			
208 Economic Development Careers	769		415 - Female Minorities Disabilities			
210 Electronic Instal/Mntc Careers	2		0 - Female Minorities Disabilities			
215 Human Resources Careers	8		8 - Female Minorities Disabilities			
216 Human Svcs/Develpmnt Careers	9		9 - Female Minorities Disabilities			
218 Information Technology Careers	91		21 - Female Minorities Disabilities			
219 Insurance/Benefits Careers	97		59 - Female Minorities Disabilities			
221 Law Careers	33		13 - Female Minorities Disabilities			
222 Library/Info Resource Careers	3		3 - Female Minorities Disabilities			
223 Loans and Grants Careers	17		14 - Female Minorities Disabilities			
229 Planning/Research Careers	76		39 - Female Minorities Disabilities			
31 Protective Services Careers	6		1 - Female Minorities Disabilities			

*Comparison of Incumbency to Availability is performed using the Any Difference With Whole Person Rule
Yes indicates difference <= -1.0*

INCUMBENCY V. ESTIMATED AVAILABILITY

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Disparity?
232 Psychology/Counseling Careers	1		1 - Female Minorities Disabilities			
234 Public Relations/Mrktg Careers	30		16 - Female Minorities Disabilities			
235 Purchasing/Admin Svcs Careers	1		1 - Female Minorities Disabilities			
239 Undesignated/All Other Careers	23		16 - Female Minorities Disabilities			
240 Mgt Support-Personnel	1		0 - Female Minorities Disabilities			
301 Accounting/Audit/Fin Careers	3		2 - Female Minorities Disabilities			
310 Electronic Instal/Mntc Careers	5		Female Minorities Disabilities			
316 Human Svcs/Developmnt Careers	3		3 - Female Minorities Disabilities			
318 Information Technology Careers	5		2 - Female Minorities Disabilities			
326 Medical/Dental/Nursing Careers	1		1 - Female Minorities Disabilities			
330 Printing/Graphic Arts Careers	2		2 - Female Minorities Disabilities			
515 Human Resources Careers	4		4 - Female Minorities Disabilities			
521 Law Careers	5		3 - Female Minorities Disabilities			
522 Library/Info Resource Careers	4		4 - Female Minorities Disabilities			
539 Undesignated/All Other Careers	1		0 - Female Minorities Disabilities			
601 Accounting/Audit/Fin Careers	9		3 - Female Minorities Disabilities			
608 Economic Security Careers	10		10 - Female Minorities Disabilities			
610 Electronic Instal/Mntc Careers	2		0 - Female Minorities Disabilities			
618 Information Technology Careers	2		2 - Female Minorities Disabilities			
628 Office Administration Careers	381		349 - Female Minorities Disabilities			

*Comparison of Incumbency to Availability is performed using the Any Difference With Whole Person Rule
Yes indicates difference <= -1.0*

INCUMBENCY V. ESTIMATED AVAILABILITY

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Disparity?
703 Building/Construction Careers	1		0 - Female Minorities Disabilities			
813 Facilities Oper/Mntc Careers	6		1 - Female Minorities Disabilities			
825 Manufacturing/Equip Careers	6		3 - Female Minorities Disabilities			
830 Printing/Graphic Arts Careers	5		2 - Female Minorities Disabilities			
839 Undesignated/All Other Careers	3		2- Female Minorities Disabilities			

*Comparison of Incumbency to Availability is performed using the Any Difference With Whole Person Rule
Yes indicates difference <= -1.0*

VII. STRATEGIC OBJECTIVES - MN Dept of Employment & Economic Development

Mission:

The MN Department of Employment & Economic Development's mission is to support the economic success of individuals, businesses and communities by improving opportunities for growth. DEED has created equal employment opportunity, affirmative action and diversity strategic objectives and activities that are an integral part of that mission and are incorporated into all aspects of the agency operation.

OBJECTIVE I	Examine the current status of DEED employment of minorities, women, and staff with disabilities as a means of identifying issues in Equal Employment Opportunity.
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Purpose: To identify job classifications where underutilization exists and work towards attaining a workplace that represents the composition of its community.

Action Steps:

1. Review the Incumbency v. Availability report. Identify disparities and determine if issues in Equal Employment Opportunity exist.
2. Review the Department's Annual Placement goals and determine courses of actions to meet those goals.
3. Determine a timeline to meet the Department's Annual Placement goals.
4. Review the goals and timelines annually in order to determine if progress has been made.

Responsibility: Equal Opportunity Officer(s) and Human Resources staff.

OBJECTIVE II	Implement the revised Pre-Hire Review Process
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Purpose: To successfully introduce the revised Pre-Hire Review Process into Human Resources and supervisory hiring protocol.

Action Steps:

1. Implement and promote the Pre-Hire Review Process.
2. Educate supervisors, managers and Human Resources staff about the Pre-Hire Review Process.
3. Solicit feedback from Supervisors, Managers and Human Resources staff
4. Monitor the Pre-Hire Review Process.

Responsibility: Equal Opportunity Officer(s), Human Resources Director, and Human Resources staff.

OBJECTIVE III Expand DEED's recruiting and hiring practices.

Purpose: To provide Human Resources staff, Supervisors and Managers with alternative resources to recruit and hire according to Affirmative Action and Equal Employment Opportunity precepts.

Action Steps:

1. Review the Department's hiring process (i.e. Multisourcing.)
2. Work with Human Resources staff to update the recruitment plan.
3. Review the hiring process with managers and supervisors.
4. Monitor the hiring process through the use of the Pre-Hire Review process.
5. Partner with other State Agencies in recruitment efforts.
6. Provide regional recruitment and outreach resources for agency supervisors and managers.
7. Conduct outreach activities with special interest Councils.

Responsibility: Equal Opportunity Officer(s) and Human Resources staff.

OBJECTIVE IV Affirmative Action Education

Purpose: To communicate an understanding of the definitions and guidelines regarding diversity, persons with disabilities, the reasonable accommodation process, discrimination, sexual harassment and to further an awareness and understanding of the Americans with Disabilities Act, the Rehabilitation Act, the Workforce Investment Act, the Minnesota Human Rights Act, and Title VII of the Civil Rights Act of 1964.

Action Steps:

1. Provide an overview of the Affirmative Action Plan for supervisors. Provide specific information about components of the Plan for which supervisors will be held accountable.
2. Emphasize to supervisors and managers their role in implementing the Affirmative Action Plan, fostering diversity and respect in the workplace, and creating an atmosphere that contributes to retention of protected group members.
3. Continue to deliver ongoing training to all employees, managers and supervisors in employment issues under ADA including Reasonable Accommodation.
4. Conduct sessions during New Employee Orientation (NEO) that inform new employees of DEED about the Department's commitment to Affirmative Action and Equal Employment Opportunity and of the services provided by ODEO.
5. Continue to deliver the ongoing training program of ADA overview to all new staff.
6. Develop a Diversity Initiative to support diversity in our Department's workforce.
7. Continue to provide Preventing Sexual Harassment training to all DEED employees, managers and supervisors, and partner agencies.
8. Develop training curriculum for all staff, supervisors, managers, and partners regarding the Non-Discrimination and Equal Opportunity provisions of WIA section 188.
9. Continue to update policy, brochures, posters and media information to disseminate to all staff.
10. Work with the Department of Employee Relations to identify educational opportunities and resources that agency staff can access to learn more about issues related to Affirmative Action.

11. Provide quarterly reports of hiring successes to agency managers and supervisors that indicate agency affirmative hiring efforts.
12. Develop and deliver a quarterly electronic newsletter to provide monthly all staff information regarding important decisions and recent trends in Civil Rights law. The Equal Opportunity Officer(s) encourage suggestions for updates and input on specific topics staff would like to see addressed. The Equal Opportunity Officer(s) also make themselves available to managers and supervisors to speak to staff about any matters pertaining to civil rights and/or Affirmative Action.

Responsibility: Equal Opportunity Officer(s), supervisors, managers, Human Resources, and Training and Learning Resources Office trainers.

OBJECTIVE V Promote and Create a Respectful Workplace

Purpose: To continue to clarify behavioral expectations within the agency through training, written documents, and other forms of communication so all employees understand the parameters for their interaction with one another.

Actions Steps:

1. Explore Communication and Human Relations Skills training to enhance Department employees' ability to work respectfully and effectively with others.
2. Include the Department's mission and guiding values statement in New Employee Orientation packets. This document provides guidelines on how employees are expected to value one another and the Department's internal and external customers.
3. Deliver "Respect in the Workplace: Preventing Sexual Harassment" training to all staff with a special module for managers and supervisors.
4. Develop a Department wide Diversity Training Team.
5. Take appropriate action when employees behave inappropriately toward other employees or department customers.

Responsibility: Equal Opportunity Officer(s) and Diversity Training Team members.

OBJECTIVE VI Review DEED separation patterns to address disparity issues

Purpose: To determine reasons for separation and how those reasons impact protected group members.

Action Steps:

1. Review quarterly separation reports produced by Human Resources staff.
2. Review Exit Surveys and report findings to Human Resources Director and Commissioner.
3. Report ODEO findings and recommendations to Human Resources Director and Commissioner.

Responsibility: Equal Opportunity Officer(s), Human Resources Director and HR Staff.

OBJECTIVE VII Implement the Performance Development Communication Process to assist supervisors and employees in understanding what is required in a particular position, how the employee is doing in regard to job expectations and developing a plan for future training and career growth.

Action Steps:

1. Develop training modules to assist DEED staff in administering the process.
2. Implement the process.
3. Train managers and supervisors on elements of the review process.
4. Review the process for effectiveness as a communication tool.

Responsibilities: Human Resources Director, HR Staff, DEED Training & Resources Unit.

OBJECTIVE VIII Keep abreast of EEOC, Department of Human Rights, Civil Rights Center, Department of Labor, Department of Justice, and Workforce Investment Act guidance, case law, statutory requirements, procedures, and trends within the field of Civil Rights.

Action Steps:

1. Regularly review information from the Fair Employment Practice Agencies websites for updates.
2. Review DEED training manuals to ensure currency.
3. Regularly attend training conferences that address relevant ODEO issues. Training conferences include: Minnesota Human Rights Day, Minnesota Continuing Legal Education Employment Law Training, WorkForce Investment Act Equal Opportunity Officer(s) Training and others.
4. Maintain contact with DOER for guidance and questions on pertinent ODEO topics.
5. Maintain contact with Department of Labor/Civil Rights Center on pertinent Equal Opportunity and Non-discrimination issues.

Responsibility: Equal Opportunity Officer(s)

VIII. METHODS OF AUDITING, EVALUATING & REPORTING PROGRAM SUCCESS

DEED will evaluate its progress in recruiting, hiring and retaining a diverse workforce in the following ways:

- The Equal Opportunity Officer(s) will review and keep a record of all missed opportunities and affirmative hires.
- The Equal Opportunity Officer(s) will provide DOER with a quarterly report of all missed opportunities.
- The Equal Opportunity Officer(s) will review with the Human Resources Director the DEED hiring and separation patterns and provide the DEED Commissioner with periodic updates.
- The Office of Diversity and Equal Opportunity will issue quarterly reports on hiring and separation rates to agency leaders.
- Employment interview methods will be randomly reviewed to ensure that all selection criteria are objective and job related.
- A pre-review of lay-off decisions will be conducted to determine any adverse impact on protected group employees.
- Evaluations of all training will be conducted at the time of the training session to determine whether or not they meet the intended objectives.

A. Procedure for Pre-Hire Review

DEED utilizes the DOER Pre-Hire review form and incorporates additional information reported on DEED's own pre-hire review form. This form helps DEED to include all participants in the process and evaluate the effectiveness of the system.

Supervisor: _____

Date: _____

**PREHIRE FORM
(MUST BE COMPLETED PRIOR TO HIRE DATE)**

Recruitment and hiring data must be documented to ensure compliance with state and federal law and policy. Such data is also used for recruitment efforts and tracking of affirmative action goals.

A separate form must be completed for each vacancy being filled.

1. **Vacancy Being Filled:** Job Class _____ Classified Unclassified
EE04 Category _____ Location Code _____ Existing Disparities _____

2. **Explanation of Recruitment Activity:**

- Outside Advertising i.e. Newspapers. If so, state where: _____
- WorkForce Center Contact; Job Bank
- Verbal Referrals. Please Specify _____
- Job Fairs
- Other i.e. Community Organizations. Please Specify _____
- None

3. **Applicant Pool (Candidates Interviewed):**

List the names of all candidates interviewed on the attached interview form and indicate requested data for each candidate.

4. **Interview Process:** (Interview documentation must be retained for one year)

Describe the interview process you used for the vacancy

- Single Interviewer – Name _____
- Group Interview – Panel Members _____
- Other – Describe _____

Additional Comments: _____

5. **Name of Candidate Selected:** _____

State briefly why this candidate was selected? _____

(Attach additional pages if necessary)

If unclassified position, state how candidate meets qualifications for the position.

6. **Salary Justification:** (If above minimum on initial hire or more than one step on promotion, approval required prior to final job offer)

Attach separate memo with rationale for salary request

THIS SPACE RESERVED FOR OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY

Complete this form **ONLY** for vacancies where there is
an underutilization for a protected group in an EEO Job Category.

I. GENERAL INFORMATION

Agency Name (include location or facility):	Job Classification and Job Code (example: PCS, Sr / 0859):	EEO Job Category:
Requisition Number (if none, use Position Number):	List or Non-List Appt SEMA4 Action/Reason Code (list):	Appointment Date:

II. IDENTIFY UNDERUTILIZED PROTECTED GROUP(S) FOR THIS VACANCY (Check all that apply)

- Women Minorities People with a disability

III. INDICATE RECRUITMENT CONDUCTED FOR THIS POSITION (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Community Newspaper | <input type="checkbox"/> Community/Civic Organization |
| <input type="checkbox"/> Internet Job Boards | <input type="checkbox"/> Diversity-focused Internet Sites | <input type="checkbox"/> Employee Suggestions |
| <input type="checkbox"/> Colleges/University Posting | <input type="checkbox"/> Trade/Technical School Posting | <input type="checkbox"/> Workforce Center |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> DOER Website | <input type="checkbox"/> Professional Organization |
| <input type="checkbox"/> Diversity-focused Magazine/Journal | <input type="checkbox"/> Agency Website | <input type="checkbox"/> Disability/Minority Councils |
| <input type="checkbox"/> Direct mailing | | |
| <input type="checkbox"/> Other, please explain: _____ | | |

IV. RECRUITMENT COSTS FOR THIS POSITION \$ _____
(Cost of recruitment in Section III)

V. INDICATE WHO WAS INVOLVED IN THE RECRUITMENT (Check all that apply)

- Affirmative Action Officer Agency Recruiter Hiring Manager
 HR Staff DOER Recruiter
 Other, please explain: _____

VI. TOTAL NUMBER OF PEOPLE IN THE APPLICANT POOL _____

VII. NUMBER OF QUALIFIED PROTECTED GROUP MEMBERS IN THE APPLICANT POOL

Identify underutilized protected group(s) for this vacancy below.	# of protected group members in the Applicant Pool	# of protected group members the agency attempted to contact	# of protected group members responding to contact from agency	# of protected group members who were interviewed	# of protected group members who withdrew or declined job offer
<input type="checkbox"/> Females					
<input type="checkbox"/> Minorities					
<input type="checkbox"/> People with Disability					

VIII. APPOINTMENT

Affirmative Yes (If Yes, go to the last section and sign. You do not need to complete the rest of the form.)

OR

Non -Affirmative Yes (If Yes, indicate in the next section whether the appointment was Justified OR Non-justified.)

IX.

JUSTIFIED	OR	NON-JUSTIFIED
<p>The following reasons may apply if appointee is not a member of a protected group (women, minority or person with disability) for which there is an underutilization. Select a reason for each member of a disparate group.</p> <p>Collective Bargaining Agreement Provisions</p> <p><input type="checkbox"/> Contract/Plan provisions applied. Including, but not limited to: seniority, appointment from layoff, claiming, transfer/demotion in lieu of layoff or reassignment to avert a layoff. Explain: _____</p> <p><input type="checkbox"/> Appointment made in order to comply with grievance, arbitration, or litigation settlement.</p> <p>Workers' Compensation/Disability</p> <p><input type="checkbox"/> Appointed workers' compensation employee or appointed individual with a disability as a reasonable accommodation (under A.P. 13.1).</p> <p><input type="checkbox"/> Unable to make reasonable accommodation for applicant's disability. Explain: _____</p> <p>Human Resource, Protected Group or Requirement Issues</p> <p><input type="checkbox"/> No members of disparate groups were in the Applicant Pool.</p> <p><input type="checkbox"/> Member of disparate group failed to pass mandatory job requirements; such as: education, training, experience, certification /licensure, physical exam, or background check. Explain: _____</p> <p><input type="checkbox"/> Member of disparate group did not respond to agency's contact, voluntarily withdrew their name, or were not interested in the position.</p> <p><input type="checkbox"/> The person selected was not a member of the disparate group, but was substantially more qualified than the candidates not selected. What Knowledge, Skills and Abilities made the appointee substantially more qualified? Explain: _____</p>	<p>OR</p>	<p><input type="checkbox"/> Missed opportunity Explain: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

X. PRE-APPOINTMENT/EMPLOYMENT REVIEW PROCESS

Was the **pre-appointment/employment review process** followed, as stipulated in agency affirmative action plan?

Yes No If no, please explain: _____

XI. SIGNATURE BLOCK

<p>_____ Signature of Agency Human Resource Staff</p> <p>Date _____ Phone _____</p>	<p>_____ Signature of Affirmative Action Officer</p> <p>Date _____ Phone _____</p>
---	--

Directions for Completing Monitoring the Hiring Process Form

This form is used to monitor appointments when a disparity exists pursuant to M.S. 43A.191, Subd. 3(c). This form should be used only for the following type of appointments, *IF* they meet the List and Non-list appointment descriptions listed under SEMA4 Action/Reason Code.

- Competitive appointments;
- *43A.08, subd. 1(9)* presidents, vice-presidents, deans, other managers and professionals in academic and academic support programs, administrative/service faculty, teachers, research assists., and student employees eligible under terms of the federal Economic Opportunity Act work study program in the Perpich Center for Arts Educ. and MnSCU, but not the custodial, clerical, or maintenance employees, or any professional or managerial employee performing duties in connection with the business
- *43A.08, subd. 1(11)* attorneys, legal assistants, and three confidential employees appointed by the attorney general or employed with the attorney general's authorization;
- *43A.08, subd. 1(16)* student workers;
- *43A.08, subd 2a.* temporary unclassified positions;
- *43A.15, subd. 3* temporary appointments;
- *43A.15, subd. 10* routine service and entry clerical appointments;
- *43A.15, subd. 12* work-training appointments;
- *43A. 15, subd. 13* revenue seasonal employees.

This form must be completed at the time the vacancy is filled. Complete one form for each appointment where there is an underutilization. If you have questions, please contact the Department of Employee Relations (DOER) at 651-297-2887/voice.

Information provided will be used to monitor the hiring process. Agencies will submit quarterly reports indicating the number of affirmative and justified appointments, and non-justified appointments based on data collected on this form. DOER will require agencies to submit forms as part of the affirmative action audit process. Agencies are to retain all forms, and submit copies to DOER upon request. Information will be included as part of the Affirmative Action Biennial Report to the Governor and Legislature. The report is utilized to assess the affirmative action progress of the State of Minnesota as an employer.

Section I:

Agency Name: List name of agency, along with location if more than one location exists. *Example: DHS-Anoka.*

Job Classification and Job Code: List the official job class title and job code as it appears in the State Salary Plan. *Example: PCS, Sr / 0859.*

EEO Job Category: List the EEO job category associated with the vacancy.

Requisition Number: Indicate the requisition number that has been generated for this vacancy. If there is no requisition number, indicate the position number. Circle Requisition or Position Number, as appropriate, and list the value.

List or Non-List, SEMA4 Action/Reason Code: Circle List or Non-List, as appropriate. Use the following information to determine whether the agency has a list or non-list appointment. Determine the type of appointment by determining which of the listed event groups, as defined by SEMA4, best describes the circumstances for your appointment. Use the following table to determine the applicable code and insert this information into the box marked SEMA4 Action/Reason Code. Further information on these codes is available on the SEMA4 system. Please use the most recent listing.

List Appointments		Non-List Appointments	
SEMA4 Action/ Reason Code:	Description:	SEMA4 Action/ Reason Code:	Description:
COM	Competitive Open List Appointment	TMP	Temporary Appointment
ACP	Promotional List Appointment	TUN	Temporary Unclassified Appointment
LAS	Layoff List Appointment	SUN	Statutory Unclassified Appointment
		TRN/INT/SUN	Trainee/Intern/Student Appointment
		AUN	Academic Unclassified Appointment
		RSA	Routine Service Appointment

Appointment Date: Indicate the date the appointment starts.

Sections II, III, IV and V: Follow directions indicated and be sure to answer all items completely.

Section VI: Definition of Applicant Pool -- candidates who the agency determines meets the minimum qualifications for a position.

Section VII: Follow the directions for each column.

Section VIII: Indicate whether the appointment was Affirmative or Non-Affirmative.

Section IX: If the appointment was Non-Affirmative, check the reason the appointment was Justified and give further explanation if indicated or check Missed Opportunity and give further explanation.

Sections XI and X: Follow directions indicated and be sure to answer all items completely.

If you require an alternate format (i.e., large print, etc.), call 651-297-1184 or 651-282-2699/TTY.

VIII.B - AUDITING THE AFFIRMATIVE ACTION PROGRAM

To ensure that the goals and diversity objectives support the Department's commitment to Affirmative Action. The Equal Opportunity Officer(s) will retain records reflecting hires, current representation of protected groups, turnovers, and any discrimination complaints.

Action Steps:

The Equal Opportunity Officer(s) will evaluate the Affirmative Action Plan by:

1. Reviewing quarterly statistics reflecting current employment based on protected classes.
2. Review disciplinary actions taken during the past quarter to determine a discriminatory pattern within job class and bargaining units and location.
3. Review all discrimination complaints filed to determine a discriminatory pattern within job class, bargaining units and locations.
4. Review interview process for positions in which there is a disparity.
5. Provide quarterly reports on agency hiring goals to management staff and the Commissioner.
6. Develop a quarterly turnover report to be provided for management and supervisors. The report would indicate how successful our selection and retention methods have been.

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 - Metro Square
 - World Trade Center

Contact Persons: John Stavros (John.Stavros@state.mn.us)
651.296.3965
Vonnie Mulcahy (Vonnie.Mulcahy@state.mn.us)
651.296.4811

INTRODUCTION

When an emergency situation occurs, it is important for Minnesota Department of Employment

and Economic Development (DEED) employees to know what action to take. There are two basic types of emergencies which affect employee health and safety:

1. Environmental emergencies that affect everyone in the building, such as threatening weather, community disasters, fires, bomb threats, power outages, and other potentially dangerous situations; and
2. Medical emergencies that usually endanger only one person.

The policy in this chapter applies to all DEED offices, as does the procedure covering office closings. The section on "Central Office Plan" applies only to the Central Office. Specific emergency instructions for all other DEED offices can be found in each of those offices, posted in a conspicuous place.

Field office managers develop/update emergency procedures and plans in their work locations; the DEED facilities manager does it for the Central Office.

DEFINITIONS

Building Alarm: The very loud, continuous horn sound heard throughout a building that signals employees **must** leave the building.

Civil Defense Siren: The siren sounded by local authorities to warn 1) that a tornado or other threatening weather is in the area, or 2) of some other dangerous situation outside.

Emergency Leave: Paid leave approved by the Department of Employee Relations (DOER) commissioner when a natural or man-made emergency threatens the health or safety of employees and results in unavailability of work until the emergency has passed.

Environmental Emergency: Any situation in which employees' health or safety might be endangered if they remained at their workstations.

Evacuation: A fast, orderly vacating of a building by all occupants. Sounding of a building alarm is the signal for an evacuation to begin. Stairways are used instead of elevators in a multi-storied building.

Medical Emergency: The sudden onset of a serious illness or injury to someone in a building.

POLICY

Each DEED work location must have a written set of emergency procedures and evacuation plans, and employees must have knowledge of, and are trained in, the emergency procedures applicable to the office in which they work.

EMERGENCY CLOSING OF OFFICES

Managers may temporarily close their offices if the health and safety of their employees/clients are threatened because of potential emergency conditions, but they may not authorize emergency leave without DOER's approval.

DOER-DECLARED EMERGENCIES

DOER may initiate the closing of state offices by officially declaring an emergency. Severe weather is the most-common situation that DOER declares to be an emergency requiring state office closings.

During severe weather, the DOER commissioner maintains direct contact with the Departments of Public Safety (which monitors the weather bureau, highway patrol, road crew operations, transit operations, and other emergency indicators) and Transportation. If the DOER commissioner decides that weather conditions are hazardous enough to declare an emergency, affected offices must close and emergency leave is authorized for those employees.

For a DOER-declared weather emergency:

- DOER updates its website to inform employees and the public of weather-related emergencies that result in closure of state government facilities.
- DOER provides an announcement to WCCO (830-AM) and WMNN (1330-AM) radio stations; KSTP, WCCO, and KARE television stations; and the Associated Press newswire.
- DEED's Human Resources Office also provides information via the IntraWeb homepage, e-mail, fax, or a phone information line (651.215.9020).
- Employees who have a hearing impairment should arrange a method by which their supervisors may notify them of emergency office closings (perhaps via a telecommunication device).

DOER monitors weather conditions throughout a poor-weather day and announces changes in the emergency designation if needed.

OTHER EMERGENCIES

This section covers situations that are not DOER-declared emergencies, but may still cause a manager to close an office for health or safety reasons. While managers may close offices at their own discretion, only the DOER commissioner can approve payment of emergency leave.

DEED managers should follow these steps for closing their offices and requesting approval of emergency leave:

- Determine whether to close the office due to emergency conditions; decision must be based on employee and client safety, not on whether emergency leave will be approved. (During severe weather conditions, be aware of local road conditions and be in contact with local law enforcement authorities regarding travel advisability before making a

decision to close the office.)

- As soon as possible, contact Human Resources (651.296.3662) when closing the office to request emergency leave authorization.
- Notify the appropriate division director of decision to close office. Notify all office employees that office is closing. Notify the local news media as appropriate. Close the office.
- Try to contact scheduled clients to inform them of office closings. (And later, do not unnecessarily penalize clients who miss appointments because of the emergency conditions.)
- Remain at the office until the last employee has left.

Human Resources will notify the DOER commissioner that a DEED office has closed because of an emergency, request emergency leave approval for employees affected by the office closing, and inform the affected managers and supervisors of DOER's decision.

EMERGENCY LEAVE LIMITATIONS

These limitations regarding emergency leave are from DOER Administrative Procedure 5.4, "Time Off in Emergencies":

1. "Employees who reported to work at the start of their normal shift and were sent home shall not be paid for more than their regularly scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
 2. Employees who were required by the appointing authority to remain at work should not be paid for more than their regularly scheduled hours or the actual number of hours worked including overtime.
 3. Employees on any approved sick or prearranged vacation leave shall not have such leave restored to their balances.
 4. Employees on any approved leave without pay shall not be paid for this emergency leave time.
 5. Employees who called in, on the day of the emergency, for vacation time, compensatory time, or leave without pay will be credited with emergency leave from the point of the declaration of the emergency, as defined by the commissioner of DOER, to the end of the regular shift.
 6. Time is to be reported as "Other Paid Leave" on the DEED Daily Time Distribution Report and as "Other Authorized Leave Taken" with a comment on the emergency in the remarks section on the Employee's Biweekly Time Report.
 7. No employee will receive more than 16 hours of emergency pay during any emergency situation unless the commissioner of DOER authorizes a longer period."
-

CENTRAL OFFICE PLAN

The rest of this chapter covers the Central Office's plan for responding to emergencies that affect Central Office employees. NOTE: at this time, the Central Office includes the 390 N. Robert Street location, the Metro Square location, and the World Trade Center location.

GENERAL RESPONSIBILITIES

All Central Office locations have employees ("floor captains" or "wardens") trained in DEED's emergency procedures who direct floor evacuations and help with other emergencies. Signage at all locations display evacuation maps and the names and phone numbers of emergency-related employees.

During building evacuations, any decision to dismiss DEED employees for the remainder of a day is made by (listed in descending order):

- DEED commissioner
- DEED deputy commissioner
- Any one of the DEED division directors
- DEED Human Resources director
- DEED Fiscal Management director.

At the 390 N. Robert St. location, there is a core group of employees with specialized knowledge and training in emergency control operations to help ensure the safety of personnel and the security of the building. This group, known as Emergency Control, includes the DEED facilities manager, Human Resources director, and the Capitol Security guard. During 390 N. Robert St. building evacuations, this group establishes a post in or near the lobby to direct activities. The commissioner's management team also reports to that post. For other emergencies, the Capitol Security guard, stationed in the lobby, can assist in emergencies during the guard's work hours, 8 a.m. to 4 p.m.; call 296.8673. Capitol Security Headquarters (6.2100) will also respond to emergencies 24 hours per day.

At the Metro Square location, the building management company, Colliers Towle, is the "facilities manager" in leading emergency efforts. Employees may call 651.221.0999 24 hours per day. There is also a security guard station (651.224.6445) on the 1st floor.

At the World Trade Center location, the building management company, Zeller Realty, is the "facilities manager" in leading emergency efforts. The emergency phone number for its Office of the Building is 651.229.2800; after hours, that number is forwarded to building security.

Employees

- Know and follow all emergency procedures. Know who the floor captains/wardens are, and follow their instructions. Know where the fire extinguishers are located and how to use them. Respond immediately to sirens or alarms.
- Attend all assigned training. NOTE: Employees trained in cardiopulmonary resuscitation (CPR) and other first-aid procedures should inform managers and others responsible for handling emergencies, as they may be asked to assist in emergency situations.
- Watch for dangerous situations and sound building alarm if needed. Immediately inform

the building's facilities manager of any situation that is potentially dangerous, before the situation becomes an emergency.

Supervisors

- Know and follow all emergency procedures. Ensure that all employees follow emergency procedures. Inform new employees of emergency procedures.
- Notify the building's facilities manager when a new employee with a hearing or mobility impairment is hired and if a current employee becomes hearing or mobility-impaired. Also inform the facilities manager of employees with temporary mobility impairments.
- Ensure that all employees are notified of a decision to dismiss after a building evacuation.
- Keep an up-to-date file of personal medical emergency information on employees (but maintain data confidentiality). Have the file readily available in the work area; it could save valuable time during a medical emergency. Include relative or friend's name and phone number; physician's name and phone number; health insurance carrier; and hospital preference.
- Follow-up on reports of hazardous conditions.

Floor Captains/Wardens

- Determine if emergency warrants building evacuation. Sound building alarm if evacuation is necessary. Call 9-911 if necessary; also inform building security staff that 911 was called.
- Go quickly to assigned station, if safe to do so, when alarm sounds.
 - Wear floor captain/warden identification.
 - Give clear and firm instructions to all employees/clients.
 - Ensure safety of employees with hearing or mobility impairment.
 - Once assigned area is cleared of people, report to designated area outside of building and follow instructions of emergency personnel.
- Attend training and provide necessary training to employees. Assist with any other emergency as needed.

DEED Facilities Manager

- Implement, and assist in maintaining and updating, emergency procedures. Review procedures at least two times each year with floor captains/wardens and Emergency Control staff; notify them immediately of changes. Update procedures as needed and notify all employees of those changes. Keep postings of emergency procedures up-to-date. Attend training.
- Train a back-up person. Appoint and train new floor captains/wardens and Emergency Control staff as vacancies occur. Inform floor captains/wardens of employees with hearing or mobility impairment. Establish individual plans, with back-up, for helping those employees with hearing or mobility impairment leave the building during an evacuation.
- For this or any other emergency that requires evacuation:
 - Notify DEED commissioner of emergency; recommend action.
 - Give instructions to floor captains/wardens.
 - Supervise operation of Emergency Control post.
 - If 390 N. Robert St. building is closed during business hours because of an emergency, contact appropriate personnel to activate the alarm system. Help

- secure building.
- Conduct annual inspections to ensure protection equipment is operational.

PROCEDURES

Employees should follow these procedures for emergencies that occur during business hours.

For emergencies that occur during non-business hours, employees working during those hours should follow the "During Non-Business Hours" instructions.

Civil Defense Siren Sounds

Sounding of this siren means that a dangerous situation may exist outside the building, usually because of severe weather. (The siren can produce two different tones - one steady and one wavering. The wavering tone would only be used in case of enemy attack. In all other dangerous situations, the steady tone would be sounded.) NOTE: This siren is tested on the first Wednesday of every month. No employee response is required for these tests.

When the siren sounds, employees should leave their workstations, go to the hallway(s) near the exit(s), and await instructions from a floor captain/warden who will assess the situation and/or receive instructions from the building's facilities manager, and give instructions to employees (which may be to relocate within the building).

During Non-Business Hours:

Leave workstation and go to a safe area (preferably in a hallway or bathroom) until the siren stops.

Building Alarm Sounds

Sounding of this alarm is **always** a signal to evacuate the building immediately because of some dangerous situation within. Employees should not wait to learn the reason for the evacuation order; a fire or bomb threat is the usual cause. Employees must:

- Leave their workstations immediately, closing all doors behind them (which helps contain the fire and reduce damage). Take coat, purse, or other personal belongings only if not delayed by doing so. Employees who are away from their workstations should follow the employees in the area.
- Not use an elevator. Move as quickly as possible out the nearest building exit without pushing or crowding. See evacuation maps.
- When outside, move to a safe distance from the building and from the street. Go to the designated area. Leave all areas around the building clear for emergency personnel and vehicles. Use crosswalks when crossing streets. Await further instructions from supervisory personnel.

NOTE: Building evacuation is not dismissal for the remainder of the day. Employees will be informed of any dismissal by a member of the DEED management staff or by their supervisors. If dismissed for the day, employees will not be allowed to return to the building. The building's facilities management will, if possible, turn off equipment and lock areas until the normal work

schedule is resumed.

During Non-Business Hours:

Immediately leave through the main entrance. When outside, move to a safe distance from the building and from the street. Await further instructions from emergency response personnel (fire or police department, etc.).

Power Outage

During a power outage, emergency lighting automatically activates in the stairways, hallways, and some work areas (at 390 N. Robert St., front doors also unlock automatically). Supervisors will provide instructions for employee action.

During Non-Business Hours:

- At 390 N. Robert St.: call Capitol Security at 6.2100; follow dispatcher's instructions.
- At Metro Square: contact Colliers Towle property management at 651.221.0999; follow building management's instructions.
- At World Trade Center: call the Office of the Building at 651.229.2800; follow building management's instructions.

Employee Sees a Medical Emergency

- Employee: call 9.911: Describe the emergency. State the building name, address, and the floor where the person needs assistance. Let the 911-personnel end the conversation (do not hang up!) - they may have questions and/or special instructions.
 - At 390 N. Robert St.: call Capitol Security (6.2100), explain that 911 was called, and describe the emergency and exact location of the person needing assistance. Capitol Security will notify the security guard, who will notify the rest of the Emergency Control staff. If possible, notify supervisor or floor captain of the above actions.
 - At Metro Square: contact Colliers Towle property management at 651.221.0999.
 - At World Trade Center: call the Office of the Building at 651.229.2800.
- Employee, supervisor, or floor captain/warden: Ask someone to meet emergency personnel and direct them to the ill or injured person. Stay with the ill or injured person until emergency personnel arrive.

During Non-Business Hours:

- Follow same procedures as described above.

Employee Detects a Fire

- If the fire is small and contained (such as a fire in a wastebasket), use a fire extinguisher to put it out. Do this only if trained in proper use of an extinguisher.
- If the fire is large or unconfined, pull one of the red fire alarms and call 9.911.
- If only smoke is detected, call the facilities manager or security staff.

At 390 N. Robert Street, fire extinguishers are in silver-colored wall compartments beside the

drinking fountains next to each stairway entrance. There are two fire extinguishers in each compartment: a water extinguisher used for paper, trash, and wood fires; and a dry chemical extinguisher used for gasoline, oil, and electrical fires; and may also be used for paper, trash, and wood fires. Fire alarms are also alongside stairway entrances.

At Metro Square and the World Trade Center, locations of fire extinguishers are shown on the maps at the end of this chapter.

During Non-Business Hours:

Handle fires the same as above. However, if smoke is detected, call 9.911 and have firemen meet employee at the main entrance.

Employee Receives a Bomb Threat

Ask the caller:

- 1) Where the bomb is placed,
 - 2) The description of the bomb and the type of explosive,
 - 3) When the bomb is expected to explode, and
 - 4) Who the caller is and why the bomb was placed.
- At 390 N. Robert St.: call Capitol Security (6.2100) immediately and report all the information received about the threat. Capitol Security will inform the guard, who will notify the DEED facilities manager, who will take whatever action is required (calling 9.911 and sounding the building alarm if necessary).
 - At Metro Square: contact Colliers Towle property management at 651.221.0999; follow building management's instructions.
 - At World Trade Center: call the Office of the Building at 651.229.2800; follow building management's instructions.

During Non-Business Hours:

Ask the caller questions 1 through 4 above.

- At 390 N. Robert St.: call Capitol Security (6.2100); follow dispatcher's instructions.
- At Metro Square: contact Colliers Towle property management at 651.221.0999; follow building management's instructions.
- At World Trade Center: call the Office of the Building at 651.229.2800; follow building management's instructions.

Employee is Stranded in an Elevator

All elevators are equipped with phones. Call one of the emergency numbers posted in the phone compartment of the elevator. The facilities manager will take whatever action is required and will keep passengers informed by phone on the progress of repairs.

During Non-Business Hours:

- At 390 N. Robert St.: call Capitol Security (6.2100); follow dispatcher's instructions.

- At Metro Square: contact Colliers Towle property management at 651.221.0999; follow building management's instructions.
- At World Trade Center: call the Office of the Building at 651.229.2800; follow building management's instructions.

Other Emergency Situations

If employees notice other emergency situations (such as a suspicious-looking stranger prowling through an office), they should:

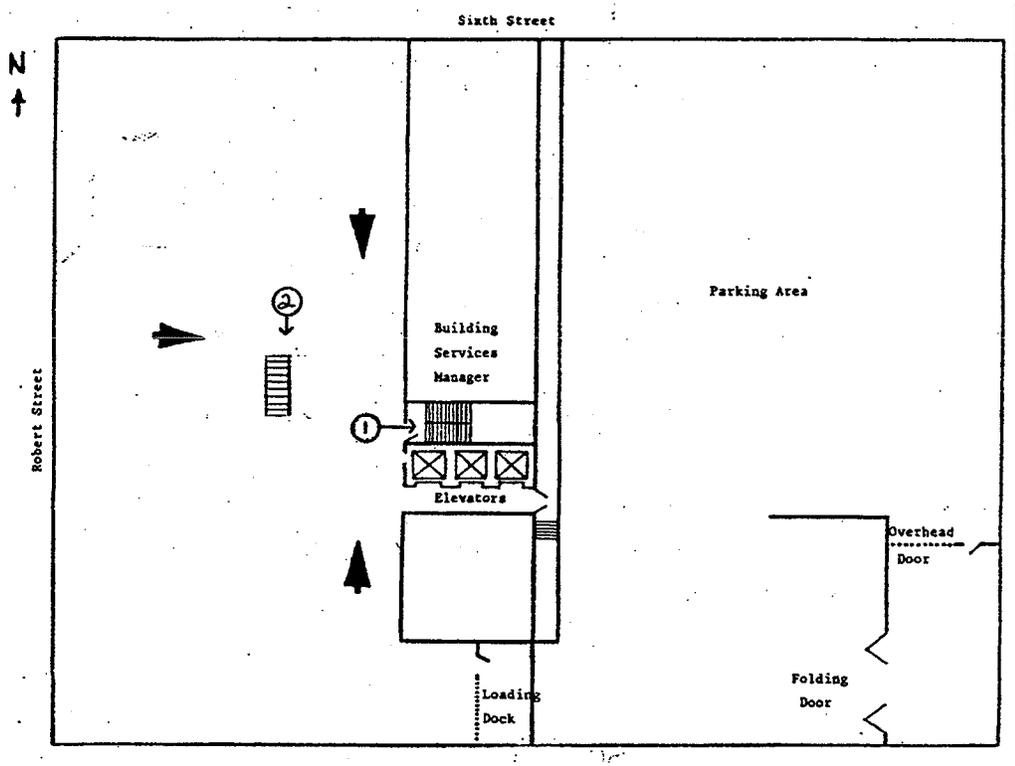
- At 390 N. Robert St.: call Capitol Security Headquarters at 6.2100. The dispatcher will contact the Central Office guard via radio (contact can be made during the guard's work hours even if the guard is away from the guard station) or send other security personnel. Use a phone that connects directly to Capitol Security Headquarters; employees need only pick-up the receiver and the dispatcher will answer. There is a red phone at the guard's station and another phone on one of the central pillars in the garage. During situations that may not require immediate attention, employees should call 6.6741 (Capitol Security Headquarters' regular phone number) or call the guard's direct number, 6.8673.
- At Metro Square: contact Colliers Towle property management at 651.221.0999; follow building management's instructions.
- At World Trade Center: call the Office of the Building at 651.229.2800; follow building management's instructions.

FLOOR PLANS AND EVACUATION MAPS

390 N. Robert St.

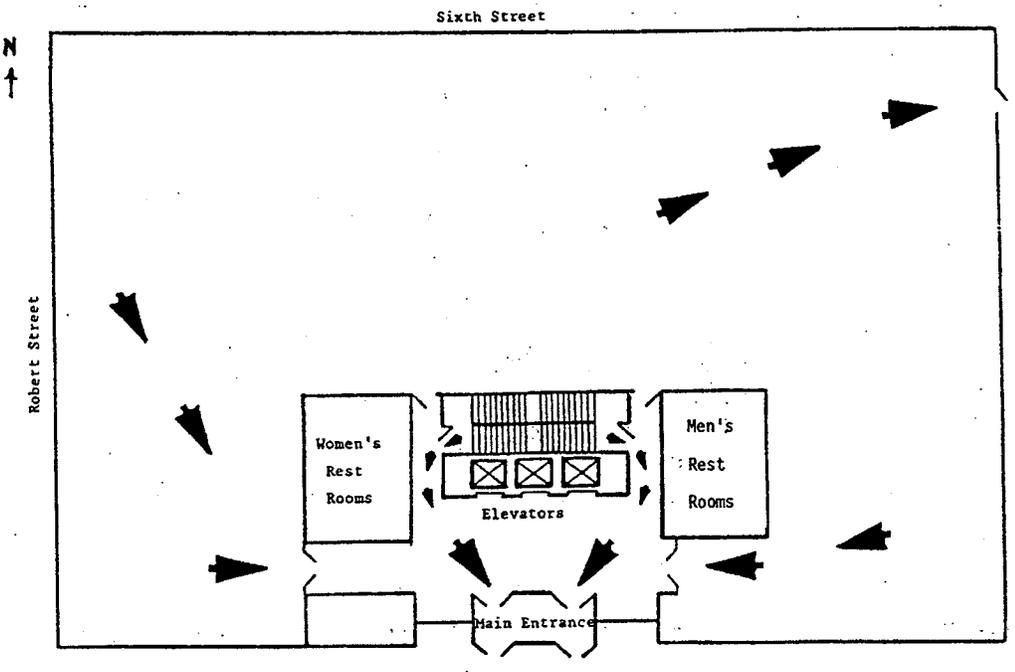
Lower Level

Employees may use either the regular stairway ("1" on the map) or the emergency stairway ("2"). Go up the stairs to the 1st floor, move directly to the main entrance, and go out the front door.



1st Floor

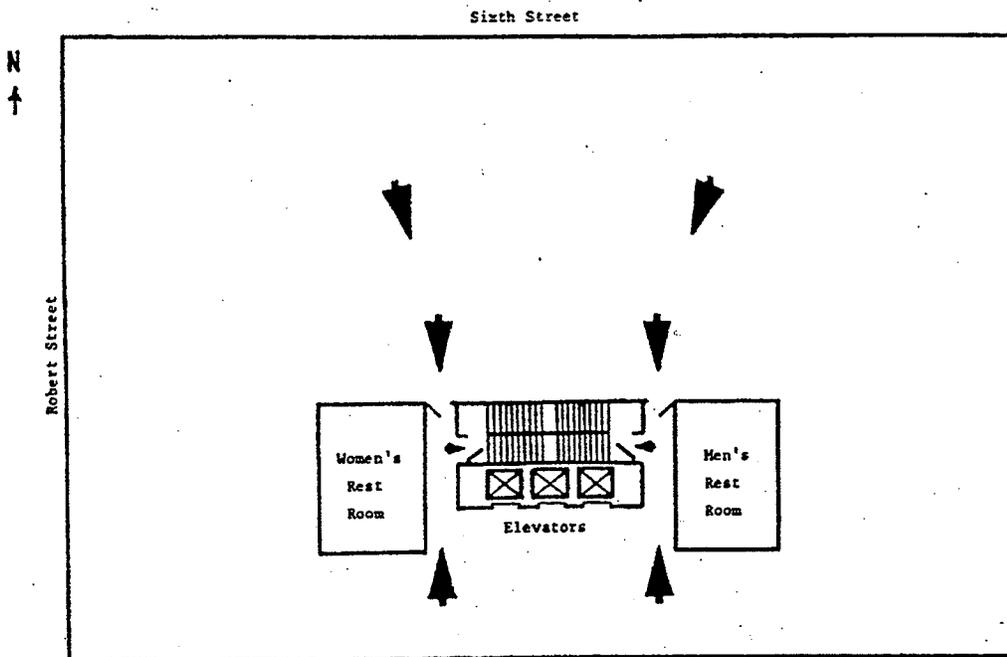
Employees near the small door on the east side of the building near Sixth Street should go out that door. All other employees on the 1st floor should move directly to the main entrance and go out the front door.



2nd, 3rd, 4th, and 5th Floors

Go out the nearest office doorway. Move directly to one of the two stairway entrances behind the elevators. Hold hand rail. Do not run. Exit building through main entrance on 1st floor.

- **5th Floor Employees:** Use the right side of the stairway all the way to the 1st floor.
- **4th and 3rd Floor Employees:** Begin descending on the left side of the stairway. Gradually merge into the line of employees descending on the right side of the stairway. Stay on the right side all the way to the 1st floor.
- **2nd Floor Employees:** Use the left side of the stairway all the way to the 1st floor.



Metro Square

Upon notice, immediately evacuate the building by using the nearest safe stairwell. Do not use elevators. Do not exit through the skyway. Report to designated safe area away from the building.

- See the [1st floor map](#) (PDF file).
- See the [5th floor map](#) (PDF file).

World Trade Center

Form a line in the corridor. Proceed through exit. Remain on the right side of stairwells and watch for firefighters coming up stairwells to handle emergency. Report to designated safe area away from the building.

- See [the map](#) (PDF file).

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-- Appealing Denials

ADA Coordinator

Contact Person: Kathy Mullarky (Kathy.Mullarky@state.mn.us)
651.297.3410 (Voice); 651.282.5174 (TTY)

INTRODUCTION

Section 504 of the Federal Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Minnesota Human Rights Act require state agencies to provide reasonable accommodation to people with disabilities.

The Minnesota Department of Employment and Economic Development (DEED) is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to DEED's non-discrimination policy. While many individuals with disabilities can work without accommodations, other qualified applicants and employees face barriers to employment without the accommodation process.

DEED's reasonable accommodation policy covers all qualified employees and applicants for DEED employment; DEED program manuals provide specific policy and procedures for program participants. DEED's Americans with Disabilities Act (ADA) coordinator is responsible for implementation of this policy.

DEFINITIONS

Essential Functions: Tasks that are basic, necessary, or fundamental to accomplish the duties of the job. They may vary with individual job descriptions and include physical, mental, and interpersonal activities necessary to effectively achieve anticipated job performance.

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Person with a Disability: For purposes of this policy, someone who:

1. Has a physical, sensory, or mental impairment that materially/substantially limits one or more major life activities (example: a person who has epilepsy or bipolar disorder would be considered to have an impairment if substantially limited in a major life activity).
2. Has a record of such an impairment (example: a person has a history of cancer, heart disease, or psychiatric condition, whose illness is either cured, controlled, or in remission);

OR

3. Is regarded as having such an impairment (example: an individual with a facial scar who, despite having no limitations, is perceived and treated as a person with a disability).

Qualified Person with a Disability: A person with a disability who meets the necessary prerequisites for the job **AND** who can perform the essential functions of the job, with or without reasonable accommodation.

Reasonable Accommodation: Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy equal opportunity employment. Reasonable accommodation applies to three aspects of employment: 1) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for a position; 2) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; and 3) modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment.

Examples of accommodations may include:

- a. Job restructuring, such as modifying work hours and/or changing marginal job duties while retaining the basic job functions.
- b. Job site modification, such as adjusting equipment height; rearranging furniture and equipment; widening doorways; and modifying or enhancing lighting systems.
- c. Additional equipment purchase or modification, such as "talking" calculators; one-handed keyboards; adjustable desks and storage files; TTY communication equipment; earphones; and audiovisual aids.
- d. Support services, such as interpreters and readers.
- e. Transfer to a vacant position.

These are NOT accommodations:

- a. Elimination of essential functions.
- b. Lower production standards.
- c. Provision of personal-use items such as glasses or hearing aids.

Undue Hardship: An action that is unduly costly, extensive, substantial, disruptive, or fundamentally alters the nature of the operation of DEED.

POLICY

DEED will reasonably accommodate qualified individuals with disabilities unless to do so would impose an undue hardship. Reasonable accommodations will be provided to individuals with disabilities when such accommodations are directly related to performing essential functions of a job or to enjoying equal benefits and privileges of employment.

PROCEDURES

NOTE: All tangible accommodations purchased by DEED are the property of the State of Minnesota. DEED will be responsible for maintenance of any equipment.

REQUESTING REASONABLE ACCOMMODATIONS

Qualified employees with disabilities should follow this procedure when requesting an adjustment or change at work because of a medical condition. Qualified applicants for DEED employment must be advised of the availability of reasonable accommodation when contacted about a job opening; they should be assisted in processing a request.

This is an interactive process and requires participation by both the individual with a disability and the supervisor. It may be ongoing and require periodic reviews to determine the effectiveness of the accommodations implemented.

Who Step What

NOTE: The ADA coordinator may be contacted by either party to help facilitate the process and/or provide technical assistance at any step in the process.

Requestor	1	Inform the supervisor of a need for an adjustment or change at work because of a medical condition. Complete a <u>Reasonable Accommodation Request</u> form and give it to the supervisor (or give it directly to the ADA coordinator, who would then perform the "supervisor" role in the steps identified below).
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NOTE: Submitting a medical provider's recommendation may be the starting point for this process; however, that recommendation might not be the accommodation implemented.

Supervisor	2	If certain the requestor's medical condition meets the definition of disability (the prerequisite for the requestor to be entitled to reasonable accommodation), proceed to Step 3.
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If not certain the requestor's medical condition meets the definition of disability, contact the ADA coordinator for a determination of coverage. If the disability is not obvious, the ADA coordinator may ask the requestor to provide reasonable documentation (NOT a medical history) or sign a limited release of medical information. This determination is essential to the process.

Supervisor
and
Requestor

- 3 Once a determination is made that the requestor's medical condition meets the definition of disability, discuss the requestor's duties and identify:
 - The essential functions.
 - How the current duties are performed.
 - Which essential functions cannot be fully performed.
 - Barriers to successful completion of essential functions.
 - How the impairment affects the job. Medical information may be helpful in identifying functional limitations and the effect of the impairment on job duties; the requestor must complete a Reasonable Accommodation Medical Release form and give it to the supervisor or the ADA coordinator so the medical provider can be contacted.
 - Potential accommodations (assess their effectiveness in allowing the requestor to perform the essential functions of the job and whether they are reliable and can be provided in a timely manner; look at all possibilities and at all resources, including the "Job Accommodation Network").

NOTE: Any medical documentation must be collected and maintained on separate forms and in separate files. Medical information is shared only on a limited basis with specific supervisors, managers, or first aid and safety personnel.

Supervisor

- 4 Make a decision whether to approve the request.
 - a) If approving the request:
 - Select the accommodation that is effective and appropriate for both the requestor and DEED (while a requestor's preference will be given consideration, it is the supervisor's decision to make; DEED reserves the right to select among equally effective accommodations and may choose the one that is less expensive or easier to provide).
 - Document the steps that lead to the decision.
 - Send a copy of the approved request and all supporting documentation to the ADA coordinator, who maintains a record for reporting purposes. The ADA coordinator may review the selected accommodation with the supervisor. The ADA coordinator also completes a Reasonable Accommodation Agreement with the requestor and the supervisor; this is a required step.
 - Implement the accommodation.

b) If denying the request:

- Complete "PART B" of the Reasonable Accommodation Request form.
- Send the form and all related documentation to the ADA coordinator for review. The ADA coordinator will help facilitate a resolution with the supervisor. If the supervisor and the ADA coordinator reach agreement, the requestor will be notified of a final decision (if it results in a denial of the request, the requestor will be informed of the appeal process).

c) If unable to make a definitive decision, for whatever reason:

- Send the request form and all related documentation, along with comments or a recommendation, to the ADA coordinator, who will help facilitate a resolution with the supervisor. If the supervisor and the ADA coordinator cannot make a definitive decision, for whatever reason, the ADA coordinator will submit all documentation to the appropriate management level for review and discussion.

ADA
Coordinator
and
Requestor

- 5 If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the agency, work together to determine whether reassignment may be an appropriate accommodation; this is considered **only** when no other accommodation is available.

DEED may look at transfer, mobility, appointment, noncompetitive, and competitive opportunities (per Minn. Stat. § 43A). DEED is not required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation.

APPEALING DENIALS

Qualified persons with disabilities who are denied reasonable accommodation may appeal the decision by filing a written complaint with the DEED ADA coordinator. The DEED commissioner will make a final agency decision on all requests not resolved at the supervisor/manager level. Further appeals are processed through other governmental agencies such as the Minnesota Department of Human Rights and the U.S. Equal Employment Opportunity Commission.

For more information on the appeal process and for answers to any questions about reasonable accommodation, call the ADA coordinator (see below).

ADA COORDINATOR

The DEED ADA coordinator is:

Kathy Mullarky
DEED Office of Diversity & Equal Opportunity
390 N. Robert St.
St. Paul, MN 55101
651.297.3410 (voice)
651.282.5174 (TTY)
651.296.8763 (fax)
kmullarky@state.mn.us (e-mail)

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Issue Date: 09/04

REASONABLE ACCOMMODATION REQUEST

Minnesota Department of Employment and Economic Development
390 No. Robert St.
St. Paul, MN 55101

PART A (to be completed by the Requestor. Attach additional sheets for answers if necessary).

REQUESTOR NAME: _____ DATE: _____

CLASSIFICATION: _____ LOCATION: _____

1. What is the nature and duration of your medical condition?
2. What major life activity (or activities) is substantially limited?
3. How is this activity limited?
4. What essential function(s) does your medical condition prevent you from performing?
5. What accommodation(s) are you requesting in order to perform the essential function(s)?
6. Why is the requested accommodation necessary to perform the essential job function?

I understand that all tangible accommodations purchased are the property of the State of Minnesota.

Signature _____

Date _____

PART B (to be completed by the person--supervisor or higher-level--who makes the final decision on the request)

I ___ approve ___ deny the request.

Comments: _____

Signature _____

Date _____

Note: Submit copies of ALL reasonable accommodation requests--AND supporting documentation-- to the ADA Coordinator for review.

This space reserved for further documentation and/or review.

REASONABLE ACCOMMODATION MEDICAL RELEASE

Minnesota Department of Employment and Economic Development
390 No. Robert St.
St. Paul, MN 55101

I, _____, give my permission to my
medical provider:

NAME _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

to discuss/disclose medical information about me, to the Minnesota Department of Employment
and Economic Development representative listed below:

Americans with Disabilities Act Coordinator _____; or

My Supervisor _____.

The purpose of this disclosure is to provide the Minnesota Department of Employment and
Economic Development with sufficient information to determine the need for a reasonable
accommodation. I understand that the information disclosed will be used only for this purpose
and will be kept confidential.

The extent or specific nature of the information to be disclosed is:

This release will expire on _____, or upon receipt by the Minnesota Department of
Employment and Economic Development of my written notice to withdraw my consent.

Signature: _____ Date: _____

XI. RECRUITMENT PLAN

DEED's Recruitment Plan aims to achieve a workforce which is representative of our State's diversity. To that purpose, our Department will increase the number of qualified applicants from diverse backgrounds by developing creative strategies to actively recruit, hire, promote, and retain prospective candidates.

DEED's Recruitment Plan is firmly based on three federally mandated quantitative analyses:

1. Availability. This quantitative analysis is comprised of two factors:
 - Percentage of minorities, women, and people with disabilities among those having requisite skills in the reasonable recruitment area and;
 - Percentage of minorities and women among those promotable, transferable, and trainable within the organization.
2. Incumbency vs. Availability analysis and;
3. Placement Goals.

Placement Goals are objectives that will be used to measure the progress DEED makes in meeting Equal Employment Opportunities. Placement Goals will be reviewed quarterly.

Human Resources staff, supervisors, managers, and directors as essential participants of the hiring process will be trained with the expectation that they will be agents in meeting the goals set for the biennium.

DEED staff will partner with other state agencies to develop community resources and recruitment strategies. DEED staff will utilize the Minnesota WorkForce Centers to support resume writing workshops and provide information to community groups regarding state employment opportunities and the Multi-source Recruitment and Selection Model.

The following entities were identified as useful recruitment resources. Newspapers did not routinely yield successful candidates. Agency employees and word-of-mouth were the most successful sources for qualified candidates. Future recruitment resources will focus on community groups, internal employees, state agency network, and colleges and universities.

The Rehabilitation Services Counselor position requires a master's degree in counseling. This position is routinely difficult to fill. In an effort to be more proactive, undergraduate students are provided information on careers in vocational rehabilitation and scholarships and are directed to a website with more detailed career opportunities.

Advertising Sources:

Albert Lea
Bemidji Pioneer
Brainerd Dispatch
Detroit Lakes
Duluth News Tribune
Mankato Free Press
Pioneer Press - St. Paul
Rochester Post

Star Tribune - Minneapolis
St. Cloud times
West Central Tribune
Wilmar

Diversity Focused Publications:

Access Press
Asian American Press

Websites:

State of Minnesota employment web site
Careerbuilder.com
Minnesota Job Bank-mnworks.org
Pioneer Press
Star Tribune

Job Fairs:

Blaine/Anoka County
Bloomington
West St. Paul
Worthington

Job Fairs anticipated for 2004/2005:

Blaine/Anoka County
Brainerd Lakes area
St. Cloud

College and University Recruitment:

Mankato State
St. Cloud
Stout State
U of M - Minneapolis
U of M - Duluth

Additional Recruiting Methods:

College and University postings
Community organizations
Industry Specialists
Trade Journals
Professional Organizations
Referrals from agency employees

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Women - Statewide					
	A	B	C	D	E	F
	Total Number In Group	Total Number of <u>Women</u> in Group	% <u>Women</u> in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	84	28	33.33	37.8	32	4
Professionals	1262	658	52.13	53.8	679	21
Technicians	19	10	52.63	63.1	12	2
Protective Services	n/a	n/a	-		-	-
Paraprofessionals	n/a	n/a	-		-	-
Office/Clerical	409	367	89.95	67.7	277	0
Skilled Craft	1	0	0	7.8	0	0
Service Maintenance	20	8	40	43.6	9	1

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

Protected Group Minorities - Statewide						
EEO Job Group	A	B	C	D	E	F
	Total Number In Group	Total Number of <u>Minorities</u> in Group	% <u>Minorities</u> in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	84	1	1.19	5.1	4	3
Professionals	1262	112	8.9	8.0	86	0
Technicians	19	2	10.5	6.8	1	0
Protective Services	n/a	-	-	-	-	-
Paraprofessionals	n/a	-	-	-	-	-
Office/Clerical	409	30	7.33	8.2	34	4
Skilled Craft	1	0	0	7.1	0	0
Service Maintenance	20	2	10.00	14.3	3	1

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

Protected Group Disabilities - Statewide						
EEO Job Group	A Total Number In Group	B Total Number of Disabilities in Group	C % Disabilities in the Group	D Availability % (from Census Tables)	E Availability Number	F Number Underutilized
Officials and Administrators	84	7	8.33	11.31	10	3
Professionals	1262	116	9.149	10.88	137	21
Technicians	19	2	10.53	11.52	2	0
Protective Services	n/a	-	-	-	-	-
Paraprofessionals	n/a	-	-	-	-	-
Office/Clerical	409	41	10.05	11.56	47	6
Skilled Craft	1	0	0	11.55	0	0
Service Maintenance	20	3	15.00	11.37	2	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Women - Metro					
	A	B	C	D	E	F
	Total Number In Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	75	26	34.67	40.9	31	5
Professionals	878	463	52.7	51.5	452	0
Technicians	14	9	64.29	57.9	8	0
Protective Services	-	-		-		-
Paraprofessionals	-			-		-
Office/Clerical	261	224	85.82	65.0	170	0
Skilled Craft	1	0	0	8.2	0	0
Service Maintenance	17	7	41.18	42.7	7	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Minorities - Metro					
	A	B	C	D	E	F
	Total Number In Group	Total Number of <u>Minorities</u> in Group	% <u>Minorities</u> in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	75	1	1.33	7.0	5	4
Professionals	878	96	10.93	10.1	89	0
Technicians	14	1	.071	10.1	1	0
Protective Services	-			-		-
Paraprofessionals	-			-		-
Office/Clerical	261	26	9.96	11.3	29	3
Skilled Craft	1	0	0	11.4		0
Service Maintenance	17	2	1.17	22.9	4	2

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Disabilities- Metro					
	A	B	C	D	E	F
	Total Number In Group	Total Number of <u>Disabilities</u> in Group	% <u>Disabilities</u> in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	75	6	8.0	10.31	8	2
Professionals	878	71	8.16	10.88	96	25
Technicians	14	1	7.14	11.52	2	1
Protective Services	-			11.60		-
Paraprofessionals	-			10.86		-
Office/Clerical	261	33	12.64	11.56	30	0
Skilled Craft	1	0	0	11.55		0
Service Maintenance	17	2	11.76	11.37	2	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Women - Greater MN					
	A	B	C	D	E	F
	Total Number In Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	9	2	22.22	33.1	3	1
Professionals	383	195	50.91	58.2	223	28
Technicians	5	1	20.0	68.8	3	2
Protective Services	-			-		-
Paraprofessionals	-			-		-
Office/Clerical	147	143	97.28	71.7	105	0
Skilled Craft	0			7.4		0
Service Maintenance	3	1	33.3	44.4	1	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

EEO Job Group	Protected Group Minorities - Greater MN					
	A	B	C	D	E	F
	Total Number In Group	Total Number of <u>Minorities</u> in Group	% <u>Minorities</u> in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	9	0	0	2.3	0	0
Professionals	383	16	4.17	4.2	16	0
Technicians	5	1	20.00	3.5	1	0
Protective Services	-			-		-
Paraprofessionals	-			-		-
Office/Clerical	147	4	2.72	3.6	5	1
Skilled Craft	0			3.5		0
Service Maintenance	3	0	0	7.0	0	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

PRINTABLE UTILIZATION ANALYSIS CHART

UTILIZATION ANALYSIS for DEED

Protected Group <u>Disabilities</u> - Greater MN						
EEO Job Group	A Total Number In Group	B Total Number of <u>Disabilities</u> in Group	C % <u>Disabilities</u> in the Group	D Availability % (from Census Tables)	E Availability Number	F Number Underutilized
Officials and Administrators	9	1	11.11	11.31	1	0
Professionals	383	45	11.74	10.88	42	0
Technicians	5	1	20.00	11.52	1	0
Protective Services	-			-		
Paraprofessionals	-			-		
Office/Clerical	147	8	5.44	11.56	17	9
Skilled Craft	0			11.55		
Service Maintenance	3	1	33.33	11.37	1	0

Column Instructions for the Utilization Analysis

A = Total number of employees in the job group

B = Total number of protected group in the job group

C = The percentage that the total number of protected group is to the total number in the job group (Column B divided by Column A)

D = Availability % (from the Census data)

E = Column A multiplied by Column D (rounded numbers)

F = Comparison of B and E. If B is larger than E, not underutilized, no disparity. If E is larger than B, underutilized, there is a disparity, and a goal would be set reflecting the difference between the number available and the actual number utilized in the job group.

XII. RETENTION PLAN

The Minnesota Department of Employment & Economic Development strives to affirmatively ensure equal employment opportunity by retaining a diverse, talented and qualified workforce. The responsibility for these retention efforts lies with the employees of DEED, including the Commissioner and his Management Team; all Directors, managers and Supervisors; the Human Resources directory and staff, the Equal Opportunity Officer(s) and ODEO, and all staff.

Responsibility for Retention Program Activities

Primary responsibility for retention activities:

1. Vonnie Mulcahy, Human Resources Director
2. Kathy Mullarky, Affirmative Action Officer 4, and the ODEO

Secondary responsibility for retention activities:

1. Hiring Authorities in all divisions
2. Human Resources staff
3. Training and Learning Resources staff

Retention Strategies

Turnover is one of the most critical problems facing an organization. To address possible retention issues at DEED, the Department plans to do the following to help retain our employees.

1. Utilize the internal interview/survey which is distributed and gathered during New Employee Training. This tool is used to determine what new employees were attracted to in our organization, how did they find out about the vacancy to determine advertising effectiveness, and what general ideas they have on ways to improve their work environment. Utilize DOER's employee survey data to analyze trends in hiring and retention.
2. Utilize internal exit interview process to determine specific reasons for departure. ODEO compiles the data and prepares quarterly reports for the Human Resources Director and Management. Utilize DOER exit survey data together with the entrance interview process to identify possible issues in retention and map out a course of action to address avoidable departures.
3. Analyze Hiring Authorities soft skills such as communicating with staff, maintaining a respectful workplace, conflict resolution, problem solving abilities to determine if the Hiring Authorities are playing a role in the retention issues of the Department.

4. Partner with Human Resources staff in the Performance Development Communication Process. Partner with Managers and Supervisors to develop a Career Training plan that matches the employee's and organization objectives.
5. Continue providing formal and informal venues for training in career development. Our Department utilizes formal training sessions such as Respect in the Workplace: Preventing Sexual Harassment and informal Lunchtime Learning Workshops such as Peak Performance.
6. Deed has also provided E-learning opportunities in career development to DEED staff in such topics as Word, Excel, Crystal Reports, time management, career development, customer service procedures, project development, and organizational skills.
7. Promote National Mentoring Day activities targeted at students and applicants with disabilities.
8. Review our Department policies and determine if we need to revise any policies to make our workplace a more family/employee oriented environment.
9. Continue to provide to our employees the Employee Assistance Program as a tool to resolve potential conflicts in the workplace.
10. Human Resources staffing data has shown that DEED will experience a rapid increase in retirement rates. HR and ODEO will monitor the retirement rates and provide projections to management. A coordinated approach will be developed that will provide information on demographic compositions of the workforce and diversity strategies to maintain an adequate level of qualified employees.
11. Continue to use the Mediation Program as a tool to resolve potential conflicts in the workplace.

Analysis of 2002/2004 Separation and Layoff Patterns:

The following charts identify all DEED employees who have separated from employment over the last two fiscal years. The data is broken down by job classifications, locations, protected class characteristics, and effective date of separation.

DEED utilizes different codes for categorizing separation from employment. The codes are Dismissal, Non-Certification, Resignation, Separation, Death, Failure to Return from a Layoff, Expiration of Layoff Rights, Failure to Return from a Leave, Retirement and Terminated Without Rights. The following analysis only takes into account the following types of separations:

1. Dismissal
2. Non-Certification
3. Resignation and
4. Separation.

There were 251 separations during FY 2002/2003. Among the separations were 53 Retirements (representing 21% of the total) and:

	Male	Female	White	AA	As	His	Over 40
6 Dismissals	5	1	5	1			6
4 Non Certifications	3	1	3			1	2
49 Resignations	11	38	43	3	2	1	22

There were 195 separations during FY 2003/2004. Among the separations were 59 retirements (representing 30% of the total) and:

	Male	Female	White	AA	As	His	Over 40
No Dismissals							
1 Non Certification	1		1				1
59 Resignations	12	47	51		2	6	30

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Account Clerk Flinn,Cory Term Without Rights	B210011	CO/PSS Admin Offices	07/17/1981	White	M	N	08/22/2002
Account Clerk Senior Raas,Cheryl M Retirement	B210923	DRS 923 Dtwm Minneapolis	01/03/1945	White	F	N	08/13/2002
Brailist Champlain,Dona L Retirement	B210051	SSB 47-55 Admin St Paul	08/24/1940	White	F	N	08/31/2002
Macrae,Dorothy Retirement	B210051	SSB 47-55 Admin St Paul	10/15/1939	White	F	N	02/04/2003
Brailist Technician Baker,Eileen A Bump	B210051	SSB 47-55 Admin St Paul	02/27/1950	White	F	N	08/06/2002
Business Community Dev Rep Jacobson,Joseph P Retirement	B223200	Main Office - Saint Paul	09/19/1940	White	M	Y	05/07/2003
Central Svcs Admin Spec Inter Schulte,Diane M Transfer due to Claim	B210084	SSB 47-55 Admin St Paul	08/31/1951	White	F	N	08/06/2002
Chief Information Officer St Martin,Elphege B Failure to Return from Layoff	B210014	CO/PSS Admin Offices	09/07/1946	White	M	N	01/07/2003
Clerk Typist 2 Raida,Evelyn M Expiration of Layoff Rights	B210089	Virginia	10/25/1951	White	F	N	12/28/2002
Commissioner-Economic Security Wilson,Earl R Retirement	B210001	CO/PSS Admin Offices	06/18/1941	White	M	N	01/07/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Commissioner-Empl & Econ Dev Yanisch, Rebecca D. Resignation	B220000	Main Office - Saint Paul	12/13/1952	Not Appl	F	N	01/07/2003
Communication Center Spec Adler, Steven Bump	B210047	SSB 47-55 Admin St Paul	07/21/1949	White	M	N	08/06/2002
Community College Faculty Blommel, Michelle L Resignation	B210096	MnSCU Normandale CC	06/15/1974 /	White	F	N	12/19/2002
Community Liaison Rep Dhakai, Taman A ✓ Resignation	B210188	JS/RI 188 Metro Call Center	10/25/1972 /	Black /	M	N	11/09/2002
Jackman, Michele R Resignation	B210089	JS/RI 089 Virginia Ben Call Cr	05/15/1954	White	F	N	12/02/2002

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Customer Svcs Specialist Betts,Karen M Term Without Rights	B210145	JS/RI 145 Blaine	09/22/1961	White	F	N	12/07/2002
Carlson,Patricia S Retirement	B224321	Fishers Landing Info Center	04/07/1941	White	F	N	06/05/2003
Haken,Clark Expiration of Layoff Rights	B224342	Worthington Information Center	07/18/1964 ✓	White	M	N	05/12/2003
Henderson,Patricia Term Without Rights	B210188	JS/RI 188 Metro Call Center	03/04/1949	White	F	Y	02/14/2003
Huiras,Kayla Term Without Rights	B210188	JS/RI 188 Metro Call Center	02/08/1984 ✓	White	F	N	08/21/2002
Johnson,Ian Term Without Rights	B210170	DRS 907 St Paul Midway	08/17/1969 ✓	White	M	N	09/25/2002
Kyrola,Ruth A Transfer due to Claim	B210780	JS/RI 780 Virginia	05/02/1952	White	F	N	09/09/2002
Mitchell,Marlene Theresa Death	B210380	JS/RI 380 Faribault	01/15/1954	White	F	N	01/25/2003
Nickel,Sarah J. Resignation	B224341	Beaver Creek Information Ctr	07/23/1977 ✓	White	F	N	03/28/2003
Paananen,Janet Transfer due to Claim	B210171	JS/RI 171 N St Paul	01/20/1970 ✓	White	F	N	08/14/2002
Seeger,Kari Term Without Rights	B210188	JS/RI 188 Metro Call Center	11/23/1980 ✓	White	F	N	03/12/2003
Steave,Lynn A Transfer due to Claim	B210084	Employee Relations St Paul	10/06/1971 ✓	White	F	Y	03/17/2003
Stockman,Kassidy Term Without Rights	B210171	JS/RI 171 N St Paul	04/19/1982 ✓	White	F	N	08/06/2002
Swanson,Shannon R Term Without Rights	B210987	DDS 987 Admin Office	12/20/1980 ✓	White	F	N	09/14/2002
Tischler,April A Term Without Rights	B210188	JS/RI 188 Metro Call Center	03/07/1981 ✓	White	F	N	03/01/2003
Veit,Brier Skogh Resignation	B224410	Explore Mn USA Store	09/03/1978 ✓	White	F	N	07/24/2002

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
McNeil,Donald D Cancel/Failure to Rtrn Leave	B210477	JS/RI 477 Shakopee	01/01/1947	White	M	Y	09/14/2002
Meehl,Michele Term Without Rights	B210146	JS/RI 146 S Hennepin	10/22/1946	White	F	N	09/25/2002
Olson,Terry C Expiration of Layoff Rights	B210200	JS/RI 200 Albert Lea	10/15/1951	White	F	N	01/13/2003
Ost,Wayne Retirement	B210800	JS/RI 800 Willmar	06/07/1941	White	M	N	08/22/2002
Prum,Try Term Without Rights	B210700	JS/RI 700 Rochester	09/08/1963 —	Asian/Pa ✓	M	N	02/26/2003
Raida,Evelyn M Expiration of Layoff Rights	B210089	JS/RI 089 Virginia Ben Call Cr	10/25/1951	White	F	N	12/28/2002
Schmalenberg,Debra L Resignation	B210320	JS/RI 320 Crookston	05/22/1969 —	White	F	N	05/10/2003
Sonju,Alfred A Dismissal	B210220	JS/RI 280 Brainerd	10/31/1952	White	M	N	03/13/2003
Sowden,Cynthia Term Without Rights	B210170	JS/RI 170 St Paul Midway	06/21/1953	White	F	N	09/25/2002
Steinmetz,Thomas R Retirement	B210700	JS/RI 700 Rochester	08/09/1943	White	M	Y	01/22/2003
Teig,Janell A Expiration of Layoff Rights	B210560	JS/RI 560 Montevideo	05/30/1952	White	F	N	12/29/2002
Tholen,Jeffrey P Term Without Rights	B210720	JS/RI 720 St Cloud (Division)	03/27/1966 —	White	M	N	05/03/2003
Ueland,Gregory Term Without Rights	B210146	JS/RI 172 W St Paul	12/05/1979 —	White	M	N	08/09/2002
Wermedal,Karen J Term Without Rights	B210200	JS/RI 200 Albert Lea	08/08/1957	White	F	N	08/24/2002
Wiersma,Lisa Term Without Rights	B210320	JS/RI 320 Crookston	11/15/1968 —	White	F	N	05/03/2003
Yort,Edward E Cancel/Failure to Rtrn Leave	B210170	JS/RI 170 St Paul Midway	08/03/1938	White	M	Y	01/02/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Emp & Econ Devel Technician 3 Allen,Susan Failure to Return from Layoff	B210620	JS/RI 620 New Ulm	05/01/1946	White	F	N	08/13/2002
Empl & Trng Program Coord Reinhardt,JeriLyn Resignation	B223200	Main Office - Saint Paul	09/23/1956	White	F	Y	09/19/2002
Empl & Trng Program Spec Seemann,Sandra J Resignation	B210036	WS 038 Admin Office	03/12/1965 —	White	F	N	02/03/2003
Empl & Trng Program Supv 2 Haley,J Clement Retirement	B210840	WS 038 Admin Office	12/16/1939	White	M	N	08/02/2002
Employee Devel Spec 2 Blommel,Michelle L Resignation	B210096	Employee Relations St Paul	06/15/1974 —	White	F	N	12/19/2002
Employment Counselor Brandt,Richard J Expiration of Layoff Rights	B210161	JS/RI 141 S Minneapolis	07/18/1942	White	M	N	05/17/2003
Georges,Karine A Term Without Rights	B210140	JS/RI 140 N Minneapolis	08/20/1971 —	White	F	N	08/27/2002
Link,James Resignation	B210172	JS/RI 172 W St Paul	09/27/1974 —	White	M	N	05/20/2003
Williams,Jan Term Without Rights	B210141	JS/RI 141 S Minneapolis	01/31/1951	Black ✓	F	N	05/30/2003
Wurdak,Rebecca Term Without Rights	B210178	JS/RI 178 Dakota Co No Svc Ctr	05/02/1972 —	White	F	N	01/01/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Employment Counselor Spec Brandt,Richard J Expiration of Layoff Rights	B210161	JS/RI 161 N Hennepin	07/18/1942	White	M	N	05/17/2003
Carlson,Dale L Retirement	B210720	JS/RI 720 St Cloud (Division)	04/05/1941	White	M	N	04/25/2003
General Maintenance Wrkr Bruno,Christina Non-Certification	B210013	CO/PSS Admin Offices	02/01/1964	Hispanic ✓	F	N	04/10/2003
Guajardo,Pablo Failure to Return from Layoff	B210580	MnSCU Moorhead SU	05/23/1952	Hispanic ✓	M	N	10/16/2002
McDonald Jr,Robert M Resignation	B210013	CO/PSS Admin Offices	11/16/1949	White	M	Y	08/03/2002
Tretter,Robert A Retirement	B210013	CO/PSS Admin Offices	06/29/1943	White	M	N	12/05/2002
Grants Specialist Inter Smith,Sarah K Resignation	B221410	Main Office - Saint Paul	02/06/1949	White	F	N	11/06/2002
Grants Specialist Sr Haley,J Clement Retirement	B210840	JS/RI 840 Winona	12/16/1939	White	M	N	08/02/2002
Information Technology Spec 2 Bika,Rakesh Resignation	B210025	CO/PSS Admin Offices	07/15/1956	Asian/Pa ✓	F	N	10/09/2002
Information Technology Spec 3 Lindstrom,Jean Resignation	B210025	CO/PSS Admin Offices	08/08/1951	White	F	N	07/27/2002

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Information Technology Spec 4 Halverson,Kurt B Retirement	B210025	CO/PSS Admin Offices	11/19/1940	White	M	N	08/02/2002
Hunder,Greg H Dismissal	B210015	CO/PSS Admin Offices	06/21/1960	White	M	N	05/01/2003
Intern Sorenson,Sarah B Term Without Rights	B210088	CO/PSS Admin Offices	07/08/1977	White	F	N	08/30/2002
International Trade Rep Nelson,Karin Retirement	B222200	Main Office - Saint Paul	09/23/1935	White	F	N	08/28/2002
Young,Odile M. Resignation	B222200	Main Office - Saint Paul	10/11/1961	White	F	N	03/01/2003
Job Service Program Spec 1 Kubes,Ronald J Retirement	B210172	JS/RI 172 W St Paul	07/09/1940	White	M	Y	07/06/2002
Job Srvc Field Opns Area Mgr 2 Casperson,Richard L Retirement	B210171	JS/RI 171 N St Paul	04/07/1943	White	M	N	06/05/2003
Moor,Jules L Retirement	B210172	JS/RI 172 W St Paul	11/22/1941	White	M	N	07/09/2002
Netland,Bruce N Retirement	B210100	JS/RI 100 Duluth	04/25/1942	White	M	N	05/10/2003
Job Srvc Field Opns Area Mgr 3 Netland,Bruce N Retirement	B210100	JS/RI 380 Faribault	04/25/1942	White	M	N	05/10/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Legal Analyst Bretto,Jason Term Without Rights	B210087	JS/RI Admin Offices	10/29/1976	White	M	N	06/04/2003
Bushman,Jessica A Term Without Rights	B210087	JS/RI Admin Offices	03/23/1977	White	F	N	08/15/2002
Hanka,Matthew Term Without Rights	B210087	JS/RI Admin Offices	01/06/1978	White	M	N	05/03/2003
Hughes,Jennifer Term Without Rights	B210087	JS/RI Admin Offices	11/11/1977	White	F	N	03/29/2003
Kissinger,Scott A Term Without Rights	B210087	JS/RI Admin Offices	11/21/1968	White	M	N	05/22/2003
Larson,Lyndsay Term Without Rights	B210087	JS/RI Admin Offices	01/24/1979	White	F	N	04/12/2003
O'Connell,Nicholas Term Without Rights	B210087	JS/RI Admin Offices	10/05/1978	White	M	N	01/01/2003
Oster,Julie Term Without Rights	B210087	JS/RI Admin Offices	09/09/1976	White	F	N	01/15/2003
Overby,Michelle Term Without Rights	B210087	JS/RI Admin Offices	06/12/1974	White	F	N	01/09/2003
Sturino,Patricia Term Without Rights	B210087	JS/RI Admin Offices	02/10/1979	White	F	N	12/21/2002
Swanson,Christine Term Without Rights	B210087	JS/RI Admin Offices	08/04/1978	White	F	N	08/08/2002
Tumanjong,Blaise C F Term Without Rights	B210087	JS/RI Admin Offices	08/26/1975	Black	M	N	05/15/2003
Villaume,Frank Term Without Rights	B210087	JS/RI Admin Offices	02/09/1980	White	M	N	07/18/2002

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Library Technician Baker, Kathleen J In Lieu of Layoff	B210084	SSB 47-55 Admin St Paul	09/13/1958	White	F	N	08/06/2002
Delisi, Phyllis Retirement	B210050	SSB 47-55 Admin St Paul	09/03/1940	White	F	N	09/04/2002
Peabody, Nancy K Retirement	B210050	SSB 47-55 Admin St Paul	01/11/1932	White	F	N	08/06/2002
Sobasky, Mary Retirement	B210050	SSB 47-55 Admin St Paul	02/14/1941	White	F	N	01/07/2003
Management Analyst 1 Olson, F Anne' Term Without Rights	B210992	DRS 973-994 Admin Offices	07/14/1950	White	F	N	11/05/2002
Management Analyst 4 Weber, Thomas R Retirement	B210031	JS/RI Admin Offices	01/21/1941	White	M	N	06/05/2003
Management Analyst Supv 3 Burt, Bonnie S Dismissal	B221000	Main Office - Saint Paul	03/18/1952	White	F	Y	07/30/2002
Migrant Labor Rep Guajardo, Pablo Failure to Return from Layoff	B210580	JS/RI 580 Moorhead	05/23/1952	Hispanic ✓	M	N	10/16/2002
Martinez, Diana G Resignation	B210800	JS/RI 800 Willmar	06/23/1971 ✓	Hispanic ✓	F	N	08/08/2002
Surita, Teresa Term Without Rights	B210580	JS/RI 580 Moorhead	10/15/1952	Hispanic ✓	F	N	11/07/2002

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<u>EMPL_NM</u>	<u>DEPT_NBR</u>	<u>LOCN_NM</u>	<u>BIRTH_DT</u>	<u>ETHNIC_GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF_DT</u>
Office & Admin Specialist Int Berube,Katie J Term Without Rights	B210087	JS/RI Admin Offices	03/06/1983 ✓	White	F	N	08/10/2002
Dodds,Dorothy M Retirement	B210987	DDS 987 Admin Office	08/02/1937	White	F	N	08/13/2002
Erickson,Jo-Ann F Retirement	B210050	DRS 976 Admin Office SSA	11/27/1937	White	F	N	11/29/2002
Flynn,Katherine Term Without Rights	B210087	JS/RI Admin Offices	11/25/1977	White	F	N	05/05/2003
Gross,Diana M In Lieu of Layoff	B210133	SSB 133 N Region Duluth	08/04/1955	White	F	N	08/06/2002
Kokesh,Constance Cancel/Failure to Rtrn Leave	B210919	DRS 919 NE Minneapolis	02/14/1950	White	F	Y	03/14/2003
Ossefoort,Wendy Term Without Rights	B210520	JS/RI 520 Mankato	06/09/1978 ✓	White	F	N	07/15/2002
Schulte,Diane M Transfer due to Claim	B210084	JS/RI Admin Offices	08/31/1951	White	F	N	08/06/2002
Sipe,Vicki Term Without Rights	B210992	DRS 973-994 Admin Offices	04/24/1978 ✓	White	F	N	10/01/2002
Wojtowicz,Laura A Transfer due to Claim	B210084	JS/RI Admin Offices	04/24/1954	White	F	N	01/06/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Proj Analyst Manteuffel,Tammy Term Without Rights	B210096	JS/RI Admin Offices	06/05/1970 /	White	F	N	02/19/2003
Weiland,Sandra Term Without Rights	B210762	JS/RI 762 Roseau	02/15/1971 /	White	F	N	09/21/2002
Proj Consultant Block,Christina R. Term Without Rights	B210096	JS/RI Admin Offices	06/28/1975 /	White	F	N	02/19/2003
Deeming,Paul O Resignation	B210056	JS/RI Admin Offices	10/11/1959	White	M	N	02/19/2003
Keller-Heikkila,Brian Arthur Term Without Rights	B210053	SSB 47-55 Admin St Paul	01/12/1973 /	White	M	N	03/01/2003
Proj Consultant Sr Blommel,Michelle L Resignation	B210096	JS/RI Admin Offices	06/15/1974 /	White	F	N	12/19/2002
Johnson,Nancy J Term Without Rights	B210057	SSB 56-59 Client St Paul	02/17/1947	White	F	N	03/01/2003
Pippo,Stephanie Resignation	B210057	SSB 56-59 Client St Paul	07/22/1976 /	White	F	N	09/20/2002
Proj Team Leader Feltz,Constance Resignation	B210007	JS/RI Admin Offices	05/14/1955	White	F	N	09/11/2002

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Rehabilitation Couns Gulbrandsen, William A Term Without Rights	B210809	DRS 809 Willmar	08/25/1929	White	M	Y	02/04/2003
Koontz, Jennifer L Resignation	B210913	DRS 913 Blaine(Anoka Co WFC)	10/06/1972	White	F	N	08/24/2002
McConnell, Julie R Resignation	B210910	DRS 910 N St Paul	09/16/1961	White	F	N	01/01/2003
Peterson, Michael S Non-Certification	B210922	DRS 922 S Minneapolis WtW	05/08/1957	White	M	Y	04/25/2003
Runholt, Michael Term Without Rights	B210809	DRS 809 Willmar	11/27/1971	White	M	N	06/11/2003
Whelan, Julie Rae Resignation	B210922	DRS 922 S Minneapolis WtW	11/30/1971	White	F	N	01/23/2003
Rehabilitation Couns Career Christensen, Amy Resignation	B210923	DRS 923 Dtwm Minneapolis	10/20/1969	White	F	N	06/28/2003
Deeming, Paul O Resignation	B210056	SSB 56-59 Client St Paul	10/11/1959	White	M	N	02/19/2003
French, Bradley J Retirement	B210133	SSB 133 N Region Duluth	08/17/1942	White	M	N	05/10/2003
Johnson, Curtiss J Retirement	B210057	SSB 56-59 Client St Paul	12/08/1941	White	M	Y	07/18/2002
Johnson, Wayne M Retirement	B210759	DRS 759 St Peter Hospital	08/24/1941	White	M	N	05/07/2003
Nash Jr, John J Retirement	B210919	DRS 919 NE Minneapolis	06/19/1942	White	M	N	10/10/2002
Sams, David Lee Cancel/Failure to Rtrn Leave	B210879	DRS 879 Worthington	02/27/1951	White	M	Y	02/14/2003
Sellner, Lana Kay Resignation	B210903	DRS 903 Burnsville-Dakota Co W	10/30/1971	White	F	N	11/23/2002
Whelan, Julie Rae Resignation	B210922	DRS 922 S Minneapolis WtW	11/30/1971	White	F	N	01/23/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Rehabilitation Program Supv Tillemans, Thomas Term Without Rights	B210409	DRS 739 St Cloud	07/31/1942	White	M	N	03/08/2003
Research Analysis Spec Drew, William V Retirement	B210007	CO/PSS Admin Offices	02/19/1941	White	M	N	05/28/2003
Strassburg, John W Retirement	B210007	CO/PSS Admin Offices	12/10/1944	White	M	N	05/08/2003
Research Analyst Feltz, Constance Resignation	B210007	CO/PSS Admin Offices	05/14/1955	White	F	N	09/11/2002
Research Director Mousa, Jay Resignation	B210007	CO/PSS Admin Offices	02/17/1961	Asian/Pa ✓	M	N	03/22/2003
Senior Admin Officer Burt, Bonnie S Dismissal	B221000	Main Office - Saint Paul	03/18/1952	White	F	Y	07/30/2002
Small Busines Dev Ctr Ntwk Dir Kruger, Mary J Retirement	B221510	Main Office - Saint Paul	10/12/1945	White	F	N	04/12/2003
State Prog Admin Olson, Margaret L. Resignation	B221200	Main Office - Saint Paul	07/02/1951	White	F	N	10/23/2002
State Prog Admin Senior Smith, Sarah K Resignation	B221410	MN Department of Education	02/06/1949	White	F	N	11/06/2002
Student Worker Clerical Gast, Jenae A. Term Without Rights	B221410	Main Office - Saint Paul	10/25/1982	White	F	N	09/16/2002

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Student Worker Para Prof Pfoser,Jeffrey M. Term Without Rights	B228300	Main Office - Saint Paul	06/12/1975	Not Appl	M	N	07/04/2002
Strand,Jill Term Without Rights	B222100	Main Office - Saint Paul	11/25/1967	White	F	N	07/04/2002
Student Worker Para Prof Sr Vockrodt,Michael J Term Without Rights	B210145	JS/RI Admin Offices	05/21/1983	White	M	N	08/03/2002
Tech College Faculty Berg,Mary E Term Without Rights	B210146	MnSCU Dakota County TC	08/03/1948	White	F	N	07/27/2002
Tourism Travel Info Center Sup Drewicke,Judith L. Resignation	B224410	Explore Mn USA Store	01/11/1942	White	F	N	11/01/2002
Sondrol,Gladys Retirement	B224320	Fishers Landing Info Center	02/19/1940	White	F	N	07/01/2002
Typesetter Wojtowicz,Laura A Transfer due to Claim	B210084	PrintComm-Sales/Serv	04/24/1954	White	F	N	01/06/2003
Unemployment Ins Aud 2 Gorans,Richard A Retirement	B210082	JS/RI 172 W St Paul	02/10/1940	White	M	N	06/06/2003

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<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Unemployment Ins Oper Analyst Holmquist, Timothy K Transfer due to Claim	B210188	JS/RI 188 Metro Call Center	07/22/1954	White	M	Y	05/17/2003
Kempe, Thomas M Resignation	B210188	JS/RI 188 Metro Call Center	06/03/1960	White	M	N	08/17/2002
Ketchum, Melissa J. Term Without Rights	B210088	JS/RI 140 N Minneapolis	08/04/1975 ✓	White	F	N	08/02/2002
Stroncek, Richard L. Non-Certification	B210079	JS/RI Admin Offices	04/27/1955	White	M	N	07/13/2002
Wark, Rebecca Ann Failure to Return from Layoff	B210088	JS/RI Admin Offices	07/06/1971 ✓	White	F	N	04/09/2003
Unemployment Ins Prog Spec 1 Roen, Alfred H Retirement	B210079	JS/RI Admin Offices	02/23/1941	White	M	N	05/29/2003
Unemployment Ins Prog Spec 2 Willett, Thomas P Retirement	B210079	JS/RI Admin Offices	12/25/1940	White	M	N	03/04/2003
Unemployment Ins Prog Spec 3 Birkland, Adib Term Without Rights	B210088	JS/RI Admin Offices	06/27/1980 ✓	White	M	N	01/10/2003
Kurshoff, John A Term Without Rights	B210088	JS/RI Admin Offices	05/19/1941	White	M	N	06/11/2003
Unemployment Ins Section Dir Thomas, John P Retirement	B210081	JS/RI Admin Offices	05/20/1946	White	M	N	07/10/2002
Unemployment Ins Supervisor 2 Woehrle, Wallace Retirement	B210090	JS/RI Admin Offices	09/27/1945	White	M	N	06/04/2003

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<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Account Clerk Schubert,Thomas Retirement	B220011	CO/PSS Admin Offices	10/24/1935	White	M	N	01/03/2004
Casillas,Gennell L Resignation	B220011	CO/PSS Admin Offices	09/27/1963	Hispanic	F	N	05/26/2004
Account Clerk Senior McDermeit,Mitzi J Retirement	B220054	SSB 47-55 Admin St Paul	02/05/1939	White	F	N	06/05/2004
Affirmative Action Off 2 Vaccaro,Silvia Resignation	B220021	CO/PSS Admin Offices	01/20/1969	Hispanic	F	N	01/27/2004
Brailist Technician Lannes,Leatha Term Without Rights	B220051	SSB 47-55 Admin St Paul	10/17/1965	White	F	N	05/27/2004
Business Advisor Wilczynski,Ann Resignation	B221500	Main Office - Saint Paul	11/27/1962	White	F	N	07/31/2003
Business Community Dev Rep Collett Riley,Elizabeth K Resignation	B223100	Main Office - Saint Paul	02/22/1972	White	F	N	01/31/2004
Central Svcs Admin Spec Inter Mulvaney,Adonna J Retirement	B220013	CO/PSS Admin Offices	07/29/1941	White	F	N	07/08/2003
Customer Svcs Specialist Masewicz,Charlotte A. Retirement	B224352	Dresbach Information Center	01/13/1929	White	F	N	07/01/2003
Johnson,Ian Term Without Rights	B220907	DRS 907 St Paul Midway	08/17/1969	White	M	N	09/03/2003

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<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Customer Svcs Specialist Wilson,Michelle Diane Resignation	B224352	Dresbach Information Center	12/28/1980	White	F	N	09/07/2003
Olson,Sylvia A Retirement	B220659	DRS 659 Park Rapids	11/19/1944	White	F	N	10/15/2003
Kirschman-Rollag,Sharil Resignation	B224341	Beaver Creek Information Ct	02/01/1960	White	F	N	11/22/2003
Ervasti,Marjorie M. Resignation	B220145	JS/RI 145 Blaine	10/08/1928	White	F	Y	12/31/2003
Vang,Suzanne S Resignation	B224361	St Croix Information Center	08/20/1982	Asian/Pacific Islander	F	N	02/21/2004
Coleman,Angela L Term Without Rights	B220170	JS/RI 170 St Paul Midway	07/04/1966	Black	F	N	03/03/2004
Flores,Mildred A Cancel/Failure to Rtrn Leave	B220919	DRS 919 NE Minneapolis	02/02/1958	American Indian/Ala	F	N	05/01/2004
Hicks,Tanya J Term Without Rights	B220188	JS/RI 188 Metro Call Center	03/12/1955	Black	F	N	05/11/2004
Reubold,Donna Term Without Rights	B220188	JS/RI 188 Metro Call Center	12/10/1947	White	F	N	05/11/2004
Sperry,Tanika Term Without Rights	B222000	Main Office - Saint Paul	04/09/1984	Not Applicable	F	N	06/16/2004
Customer Svcs Specialist Int Lally,Brenda F Term Without Rights	B220100	JS/RI 100 Duluth	07/15/1951	White	F	N	08/16/2003
Zika,Kathy L Retirement	B220739	DRS 739 St Cloud	10/13/1942	White	F	N	01/14/2004
Carbajal,Monica Resignation	B220172	JS/RI 172 W St Paul	10/07/1969	Hispanic	F	N	06/05/2004
Santiago,Maria N Resignation	B220173	JS/RI 173 Burnsville	08/13/1979	Hispanic	F	N	06/05/2004

Customer Svcs Specialist Sr

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<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Customer Svcs Specialist Sr Keifenheim, Virginia A Term Without Rights	B220100	JS/RI 100 Duluth	11/27/1953	White	F	N	08/23/2003
Woods, Nancy L Retirement	B220360	JS/RI 360 Fairmont	04/19/1940	White	F	Y	08/26/2003
Bolger, Priscilla A Retirement	B220580	JS/RI 580 Moorhead	05/13/1941	White	F	N	12/31/2003
Rehling, Michelle Cancel/Failure to Rtrn Leave	B220031	JS/RI Admin Offices	06/29/1956	White	F	N	02/12/2004
Balch, Jane L Retirement	B220161	JS/RI 161 N Hennepin	10/24/1949	White	F	N	05/15/2004
Deputy Commr Trade & Econ Dev Bliss, Elaine Resignation	B222000	Main Office - Saint Paul	10/11/1954	White	F	N	12/17/2003
Disability Examiner Cimaglio, Alexis M Resignation	B220987	DDS 987 Admin Office	07/14/1966	White	F	N	02/12/2004
Meyer, Anne Wixon Resignation	B220987	DDS 987 Admin Office	07/08/1956	White	F	N	05/15/2004
Disability Specialist Hunt, Shirley J. Resignation	B220987	DDS 987 Admin Office	05/26/1944	White	F	N	07/08/2003
Nelson, Rodney D Retirement	B220987	DDS 987 Admin Office	05/14/1941	White	M	N	08/02/2003
Anderson, Todd E. Resignation	B220987	DDS 987 Admin Office	11/01/1966	White	M	N	08/16/2003
Disability Supervisor Appleton, Robert Retirement	B220987	DDS 987 Admin Office	10/10/1945	White	M	N	08/02/2003

Disabled Vets Outreach Prog Re

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<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Disabled Vets Outreach Prog Re Sandeno,Robert J. Retirement	B220141	JS/RI 141 S Minneapolis	09/19/1941	White	M	Y	09/20/2003
Collier,Jimmy Term Without Rights	B220171	JS/RI 171 N St Paul	09/11/1954	Black	M	N	09/24/2003
EED Business Services Spec Heinecke,Rana Resignation	B220173	JS/RI 173 Burnsville	12/03/1972	White	F	N	03/23/2004
Emp & Econ Devel Fld Op Re Mgr Brunkow,Mary K Retirement	B220038	JS/RI 171 N St Paul	07/06/1944	White	F	N	02/03/2004
Emp & Econ Devel Representativ Snyder,Michelle E Term Without Rights	B220760	JS/RI 760 Thief River Falls	07/17/1961	White	F	N	07/01/2003
Prissel,Jennifer L Resignation	B220141	JS/RI 141 S Minneapolis	10/03/1976	White	F	N	07/03/2003
Cain,Diane Term Without Rights	B220720	JS/RI 720 St Cloud (Division)	08/09/1963	White	F	N	07/19/2003
Steinman,Melanie Term Without Rights	B220187	JS/RI 187 St Paul Norwest	05/09/1977	White	F	N	07/19/2003
Ueland,Gregory Term Without Rights	B220172	JS/RI 172 W St Paul	12/05/1979	White	M	N	08/09/2003
Putbrese,Kristina K Term Without Rights	B220600	JS/RI 601 Cambridge(W/600)	08/13/1967	White	F	N	08/20/2003
Wnuk,Jessica Term Without Rights	B220720	JS/RI 720 St Cloud (Division)	08/22/1976	White	F	N	08/20/2003
Meyer,Terryl L Term Without Rights	B220140	JS/RI 140 N Minneapolis	06/29/1956	White	F	N	08/30/2003
Anderson,Aquanetta Term Without Rights	B220172	JS/RI 172 W St Paul	08/18/1974	Black	F	N	09/15/2003

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<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Emp & Econ Devel Representativ							
Ricker,Sara I Term Without Rights	B220008	CO/PSS Admin Offices	11/30/1944	White	F	N	10/01/2003
Geisbauer,Annette T Resignation	B220172	JS/RI 172 W St Paul	08/09/1957	White	F	N	10/08/2003
Grover,Ava E Term Without Rights	B220173	JS/RI 173 Burnsville	06/25/1965	White	F	N	10/25/2003
Robotcek,Robin R Resignation	B220720	JS/RI 720 St Cloud (Division)	04/22/1961	White	F	N	10/25/2003
Marsh,Roy C Term Without Rights	B220145	JS/RI 145 Blaine	04/18/1960	White	M	N	10/28/2003
Gerhardson,Vanessa Term Without Rights	B220800	JS/RI 800 Willmar	06/20/1956	White	F	N	10/30/2003
Kittridge,Michael Term Without Rights	B220720	JS/RI 720 St Cloud (Division)	04/03/1942	White	M	N	11/01/2003
Lund,Sarah E Term Without Rights	B220600	JS/RI 601 Cambridge(W/600)	10/16/1953	White	F	N	11/01/2003
Sova,Carol A Term Without Rights	B220720	JS/RI 720 St Cloud (Division)	08/08/1952	White	F	N	11/01/2003
Reyes,Guadalupe Resignation	B220141	JS/RI 141 S Minneapolis	06/29/1953	Hispanic	F	N	11/03/2003
Martin,Robert J Retirement	B220100	JS/RI 100 Duluth	04/03/1944	American Indian/Ala	M	N	12/04/2003
Borgen,Gary Retirement	B220260	JS/RI 260 Bemidji	01/02/1946	White	M	N	01/07/2004
Carlson,James A Retirement	B220600	JS/RI 601 Cambridge(W/600)	02/13/1939	White	M	N	01/14/2004
Bjerknes,Patricia Ann Resignation	B220760	JS/RI 760 Thief River Falls	11/01/1955	White	F	N	01/28/2004
Ebner,David Term Without Rights	B220088	JS/RI Admin Offices	11/04/1975	White	M	N	02/19/2004
Recker,Colleen Resignation	B220360	JS/RI 360 Fairmont	12/01/1972	Not Applicable	F	N	02/25/2004

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Emp & Econ Devel Representativ							
Hamilton, Jason Term Without Rights	B220088	JS/RI Admin Offices	04/12/1978	White	M	N	03/13/2004
Thoma, Vincent Retirement	B220400	JS/RI 400 Fergus Falls	12/20/1939	White	M	N	03/17/2004
Grant, Felician S Term Without Rights	B220088	JS/RI 173 Burnsville	06/09/1952	Hispanic	F	N	04/01/2004
Sheehy, Kelly E Term Without Rights	B220088	JS/RI Admin Offices	12/26/1976	Not Applicable	F	N	04/01/2004
Williams, Cheryl Term Without Rights	B220088	JS/RI 145 Blaine	04/21/1947	White	F	N	04/01/2004
Beltz, Paul E Retirement	B220320	JS/RI 320 Crookston	01/03/1938	White	M	N	04/07/2004
Bastyr, Janis Resignation	B220146	JS/RI 146 S Hennepin	11/12/1955	White	F	N	06/16/2004
Corcoran, Stephen M Term Without Rights	B220172	JS/RI 172 W St Paul	08/17/1957	White	M	N	06/17/2004
Tucek, Leeann Resignation	B220145	JS/RI 145 Blaine	03/03/1962	White	F	N	06/23/2004
Empl & Trng Program Coord							
Sather, Gail E Resignation	B223200	Main Office - Saint Paul	10/02/1946	White	F	N	02/04/2004
Employment Counselor							
Huckenpoehler, Marilyn B Term Without Rights	B220840	JS/RI 840 Winona	02/07/1972	White	F	N	01/10/2004
Mann, Mark C Resignation	B220161	JS/RI 161 N Hennepin	12/04/1967	White	M	N	02/28/2004
Employment Counselor Spec							
Hanson, Valerie J Resignation	B220161	JS/RI 161 N Hennepin	04/08/1953	White	F	N	08/20/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Employment Counselor Spec Leas,Kelly Mae Resignation	B220172	JS/RI 172 W St Paul	06/21/1964	White	F	N	06/12/2004
General Maintenance Wrkr Vannelli,Gary W. Resignation	B220013	CO/PSS Admin Offices	08/02/1974	White	M	N	06/02/2004
Grants Specialist Sr Bendix,Lois M Retirement	B220992	DRS 429 Grand Rapids	09/16/1941	White	F	Y	09/17/2003
Information Director Stennes,Heidi K Resignation	B220005	CO/PSS Admin Offices	08/26/1954	White	F	N	01/17/2004
Information Technology Spec 3 Smorzhev,Alexander Term Without Rights	B220025	CO/PSS Admin Offices	07/10/1951	White	M	N	07/02/2003
Burandt,Robert K Term Without Rights	B220025	CO/PSS Admin Offices	05/15/1952	White	M	N	08/23/2003
Hagerty,Thomas P Resignation	B220025	CO/PSS Admin Offices	03/08/1966	White	M	N	09/03/2003
Power,George C Retirement	B220015	CO/PSS Admin Offices	01/10/1945	White	M	N	11/06/2003
Lee,Norman Resignation	B220025	CO/PSS Admin Offices	10/02/1951	White	M	Y	03/02/2004
Ross,Kevin R Term Without Rights	B220025	CO/PSS Admin Offices	01/04/1977	White	M	N	04/03/2004
Bichrt,Jody L. Resignation	B229100	Main Office - Saint Paul	07/31/1963	White	F	N	05/26/2004
Information Technology Spec 4 Grose,Marlin C Retirement	B220011	CO/PSS Admin Offices	04/09/1941	White	M	Y	07/08/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Information Technology Spec 4 Whitmarsh,Harvey D Death	B220025	CO/PSS Admin Offices	03/26/1940	White	M	N	10/11/2003
Job Service Program Spec 1 Hoefer,Lon Retirement	B220171	JS/RI 171 N St Paul	10/10/1943	White	M	N	07/08/2003
Dahlke,David L Retirement	B220171	JS/RI 171 N St Paul	02/04/1945	White	M	N	11/05/2003
Krajna,Michael Retirement	B220660	JS/RI 660 Red Wing	02/14/1944	White	M	N	12/31/2003
Louhela,Daniel Retirement	B220420	JS/RI 420 Grand Rapids	08/12/1947	White	M	Y	01/10/2004
Job Srvc Field Opns Area Mgr 1 Frederickson,Robert M Retirement	B220480	JS/RI 480 Int'l Falls	07/13/1940	White	M	N	08/13/2003
Legal Analyst Sexton,Theresa Term Without Rights	B220087	JS/RI Admin Offices	02/12/1979	Not Applicable	F	N	08/13/2003
Saterbak,Melissa Term Without Rights	B220087	JS/RI Admin Offices	05/23/1979	White	F	N	09/05/2003
De Abreu,Flavio Term Without Rights	B220087	JS/RI Admin Offices	08/27/1971	Hispanic	M	N	09/10/2003
Goltz,Amy Term Without Rights	B220087	JS/RI Admin Offices	03/02/1979	White	F	N	09/19/2003
Timmer,Colleen Term Without Rights	B220087	JS/RI Admin Offices	02/13/1974	White	F	N	09/30/2003
Rislov,Melissa Term Without Rights	B220087	JS/RI Admin Offices	05/12/1979	White	F	N	10/09/2003
Roth,Andrew R Term Without Rights	B220087	JS/RI Admin Offices	07/16/1975	White	M	N	11/22/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Legal Analyst							
Garbuz,Boris Term Without Rights	B220087	JS/RI Admin Offices	12/17/1977	White	M	N	12/18/2003
Linn,Heidi Michelle Term Without Rights	B220087	JS/RI Admin Offices	06/28/1977	White	F	N	03/05/2004
Rogers,Edwin Term Without Rights	B220087	JS/RI Admin Offices	02/19/1978	Black	M	N	03/26/2004
Tumanjong,Blaise C F Term Without Rights	B220087	JS/RI Admin Offices	08/26/1975	Black	M	N	05/29/2004
Sorensen,Stacey E Term Without Rights	B220087	JS/RI Admin Offices	12/05/1979	White	F	N	06/12/2004
Loan Officer Senior							
Feist,Dennis D Retirement	B221420	Main Office - Saint Paul	03/16/1938	White	M	Y	07/09/2003
Thoreson,Milan Retirement	B221420	Main Office - Saint Paul	12/11/1940	White	M	Y	09/25/2003
Management Analyst 3							
Liu,Han Chin Retirement	B228200	Main Office - Saint Paul	04/17/1939	Asian/Pacific Islander	M	N	11/05/2003
Office & Admin Specialist							
Hammerschmidt,Christopher Term Without Rights	B220080	JS/RI Admin Offices	10/31/1981	White	M	N	08/05/2003
Terry,Monica Term Without Rights	B220987	DDS 987 Admin Office	02/14/1972	White	F	N	09/06/2003
Radermacher,MaryAnn Cancel/Failure to Rtrn Leave	B220987	DDS 987 Admin Office	09/30/1945	White	F	N	10/10/2003
Biljan,Ryan Term Without Rights	B220084	JS/RI Admin Offices	01/12/1984	White	M	N	11/04/2003
Haigh,Kathryn Term Without Rights	B220987	DDS 987 Admin Office	01/02/1980	White	F	N	11/19/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Office & Admin Specialist							
Hoffmann,Salakjit Resignation	B220080	JS/RI Admin Offices	08/20/1956	Asian/Pacific Islander	F	N	05/01/2004
Putz,Katherine Term Without Rights	B220923	DRS 923 Dtwm Minneapolis	11/22/1979	White	F	N	05/15/2004
Scanlan,Gretchen L Retirement	B220921	DRS 921 N Hennepin	10/18/1941	White	F	Y	05/18/2004
Birkeland,Debra L Cancel/Failure to Rtrn Leave	B220720	JS/RI 720 St Cloud (Division)	09/16/1959	White	F	Y	06/02/2004
Sobanski,Justin Term Without Rights	B220987	DDS 987 Admin Office	10/01/1982	White	M	N	06/05/2004
Office & Admin Specialist Int							
Brooks,Patricia L Cancel/Failure to Rtrn Leave	B220011	CO/PSS Admin Offices	12/15/1948	White	F	N	03/10/2004
Erickson,Jo-Ann F Term Without Rights	B220976	DRS 976 Admin Office SSA	11/27/1937	White	F	N	04/15/2004
Fechtner,Francoise V Retirement	B220011	CO/PSS Admin Offices	10/19/1945	White	F	N	06/16/2004
Office & Admin Specialist Prin							
Mulvaney,Gloria J Retirement	B220013	CO/PSS Admin Offices	12/18/1941	Hispanic	F	N	07/08/2003
Office & Admin Specialist Sr							
Shepherd,Judith A Retirement	B220389	DRS 389 Faribault	07/13/1942	White	F	N	07/17/2003
Kraft,Nina R Retirement	B220989	DRS 973-994 Admin Offices	07/06/1938	White	F	Y	01/14/2004
Kainz,Elizabeth Retirement	B220080	JS/RI Admin Offices	02/21/1938	White	F	N	04/16/2004
Anderson,Diane E Retirement	B220080	JS/RI Admin Offices	05/15/1942	White	F	Y	05/29/2004

Office Services Supervisor 1

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Office Services Supervisor 1 Lacy, Marilyn G Retirement	B220036	WS 038 Admin Office	09/06/1949	White	F	N	09/10/2003
Office Specialist Benson, Rozella Term Without Rights	B220720	JS/RI 720 St Cloud (Division)	01/11/1943	White	F	N	07/01/2003
Bergerson, Ilene Resignation	B220760	JS/RI 760 Thief River Falls	04/17/1947	White	F	N	08/09/2003
Fahnbulleh, Hawa Term Without Rights	B220921	DRS 921 N Hennepin	02/14/1958	Black	F	N	08/09/2003
Johnson, Sarah E Term Without Rights	B220840	JS/RI 840 Winona	07/14/1983	White	F	N	08/16/2003
Johnson, Susan R Retirement	B220081	JS/RI Admin Offices	10/05/1938	White	F	N	10/01/2003
Smith, Gayle A Term Without Rights	B220172	JS/RI 172 W St Paul	06/02/1951	White	F	N	12/12/2003
Clark, Julie A. Resignation	B224120	Main Office - Saint Paul	03/09/1971	White	F	N	01/08/2004
Limper, Sara L Resignation	B220913	DRS 913 Blaine (Anoka Co WBC)	06/19/1982	White	F	N	01/21/2004
Lundgren, Rebecca A. Resignation	B220762	JS/RI 762 Roseau	08/18/1972	White	F	N	05/01/2004
Planner Principal State Wilkinson, Frederick C Retirement	B220013	CO/PSS Admin Offices	05/27/1942	White	M	N	10/18/2003
Proj Consultant Workman, Kimery Resignation	B220095	JS/RI Admin Offices	06/29/1956	White	F	N	12/03/2003
Martin, Grant E Term Without Rights	B220007	CO/PSS Admin Offices	12/15/1972	White	M	N	05/08/2004

Proj Consultant Sr

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL_NM</u> <u>ACTION REAS DESC</u>	<u>DEPT_NB</u>	<u>LOCN_NM</u>	<u>BIRTH_DT</u>	<u>ETHNIC_GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF_DT</u>
Proj Consultant Sr Gaffaney,Karyn L Resignation	B220096	JS/RI Admin Offices	12/07/1967	White	F	N	06/12/2004
Proj Specialist Bonelli,Anna H. Term Without Rights	B220007	CO/PSS Admin Offices	05/13/1977	White	F	N	01/06/2004
Rehabilitation Couns Hanburger,Joyce Resignation	B220924	DRS 924 S Hennepin	11/21/1944	White	F	N	02/07/2004
Cady,Patricia Resignation	B220916	DRS 916 Shakopee	04/07/1974	White	F	N	02/21/2004
Berntson,Carolyn A Resignation	B220779	DRS 779 Thief River Falls	09/25/1948	White	F	Y	02/28/2004
Hughes,Paul J Non-Certification	B220922	DRS 922 S Minneapolis Wt	07/15/1949	Not Applicable	M	N	03/13/2004
Gulbrandsen,William A Term Without Rights	B220809	DRS 809 Willmar	08/25/1929	White	M	Y	05/19/2004
Rehabilitation Couns Career Fix,Jerald E Retirement	B220759	DRS 759	08/04/1942	White	M	N	07/08/2003
Hasbrook,Robert F Retirement	B220907	JS/RI 170 St Paul Midway	07/27/1941	White	M	N	10/04/2003
Lemmer,Linda L Retirement	B220799	DRS 799 Wadena	08/21/1946	White	F	N	02/04/2004
Ziemer,Lorraine H Retirement	B220921	DRS 921 N Hennepin	01/04/1941	White	F	Y	04/16/2004
Kuester,Karl H Term Without Rights	B220907	DRS 907 St Paul Midway	03/07/1943	White	M	N	05/28/2004
Kub,Gary J Retirement	B220289	DRS 289/749 Brainerd	07/29/1946	White	M	N	06/02/2004

Rehabilitation Couns Sr

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Rehabilitation Couns Sr Roberts, Barbara G Cancel/Failure to Rtm Leave	B220529	DRS 529 Mankato	08/08/1945	White	F	Y	02/19/2004
Pick, Stacey Resignation	B220903	DRS 903 Burnsville-Dakota	02/02/1977	White	F	N	04/07/2004
Logue, Stephanie Resignation	B220879	DRS 879 Worthington	08/03/1978	White	F	N	06/30/2004
Rehabilitation Couns Supv 4 Cicarelli, Joanne E Retirement	B220905	DRS 905 St Paul Norwest	02/23/1939	White	F	N	06/05/2004
Rehabilitation Program Spec 3 Allie, Robert E Retirement	B220133	SSB 133 N Region Duluth	04/22/1942	White	M	Y	04/23/2004
Research Analysis Spec Casey, Michael J Retirement	B220007	CO/PSS Admin Offices	03/09/1944	White	M	N	03/02/2004
Research Analyst Intermediate Fisher, Amy Resignation	B220007	CO/PSS Admin Offices	09/01/1978	White	F	N	05/20/2004
Research Scientist 3 Venegas, Ernesto C Retirement	B228200	Main Office - Saint Paul	12/12/1943	Asian/Pacific Islander	M	N	02/13/2004
Senior Executive Officer McLaughlin, Marcia W Resignation	B220000	Redwood Falls Office	08/17/1952	White	F	N	07/31/2003
State Prog Admin Senior Butler, Amy Resignation	B220976	DRS 976 Admin Office SSA	01/05/1973	White	F	N	10/24/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
State Prog Admin Senior Topp,Kathleen A Resignation	B220054	SSB 47-55 Admin St Paul	08/01/1949	White	F	N	11/01/2003
Lowell,Carol Resignation	B222100	Main Office - Saint Paul	01/07/1948	White	F	N	11/15/2003
Student Worker Para Prof Pettman,Kim A Term Without Rights	B222100	Main Office - Saint Paul	07/17/1964	White	F	Y	07/01/2003
Student Worker Para Prof Sr Vockrodt,Michael J Term Without Rights	B220031	JS/RI Admin Offices	05/21/1983	White	M	N	06/18/2004
Unemployment Ins Dist Aud Supv Sjoberg,David E Death	B220082	JS/RI 082 Field Audit	04/13/1947	White	M	N	06/28/2004
Unemployment Ins Invest Dir Stoesz,Janelle D Retirement	B220090	JS/RI Admin Offices	10/14/1947	White	F	N	12/02/2003
Unemployment Ins Judge Chapuran,John E Retirement	B220084	JS/RI Admin Offices	04/19/1935	White	M	N	10/04/2003
Groskreutz,Sarah Term Without Rights	B220087	JS/RI Admin Offices	01/05/1977	White	F	N	12/27/2003
Segal,Jerome Resignation	B220084	JS/RI Admin Offices	07/24/1936	White	M	N	01/07/2004
Jai,Panky Term Without Rights	B220087	JS/RI Admin Offices	05/12/1953	Asian/Pacific Islander	M	N	02/24/2004
Unemployment Ins Oper Analyst Gusera,Alexandra Resignation	B220088	JS/RI 170 St Paul Midway	11/13/1977	Hispanic	F	N	07/03/2003

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Unemployment Ins Oper Analyst							
Lillie,Joyce A Retirement	B220188	JS/RI 188 Metro Call Center	11/17/1941	White	F	N	10/02/2003
Harmon,Catherine Resignation	B220188	JS/RI 188 Metro Call Center	12/10/1975	White	F	N	10/21/2003
Jonas,Kelly A Resignation	B220188	JS/RI 188 Metro Call Center	08/08/1972	White	F	N	10/23/2003
Peterson,Gayle R Resignation	B220080	JS/RI Admin Offices	11/19/1955	White	F	N	11/01/2003
Daniels,Karen L Retirement	B220722	JS/RI 722 Central Benefit Ca	11/07/1940	White	F	N	01/08/2004
Janisch,Jeanne Resignation	B220188	JS/RI 188 Metro Call Center	07/02/1949	White	F	N	03/13/2004
Bossany,Christina J Retirement	B220188	JS/RI 188 Metro Call Center	03/11/1936	White	F	Y	04/17/2004
White,Linda A. Resignation	B220188	JS/RI 188 Metro Call Center	09/28/1966	White	F	N	05/06/2004
Bundy,Karen Resignation	B220188	JS/RI 188 Metro Call Center	05/14/1978	White	F	N	06/07/2004
Unemployment Ins Prog Spec 1							
Kallsen,Kristin A Resignation	B220088	JS/RI Admin Offices	07/28/1953	White	F	N	12/17/2003
Stolcers,Maris Retirement	B220188	JS/RI 188 Metro Call Center	03/04/1943	White	M	N	05/06/2004
Gutierrez,Llene B Retirement	B220079	JS/RI Admin Offices	05/16/1939	Asian/Pacific Islander	F	N	05/19/2004
Pomerleau,Charles E Retirement	B220188	JS/RI 188 Metro Call Center	06/06/1942	White	M	N	06/30/2004
Unemployment Ins Supervisor 4							
Schuster,Leland Retirement	B220079	JS/RI Admin Offices	09/25/1941	White	M	N	04/07/2004

DEED EMPLOYEES THAT SEPERATED
July 01, 2003 - June 30, 2004

<u>EMPL NM</u> <u>ACTION REAS DESC</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Veterans Employment Rep Senior Mason,Herbert R Retirement	B220141	JS/RI 141 S Minneapolis	09/21/1937	Black	M	N	01/03/2004
Jones,Robert H Retirement	B220280	JS/RI 280 Brainerd	04/08/1943	White	M	Y	03/03/2004
O'Donnell,Michael Death	B220171	JS/RI 171 N St Paul	02/11/1961	White	M	Y	04/09/2004

DEED Layoff Analysis:

Due to a reduction in federal funding in the Job Service, Unemployment and State Services for the Blind program areas, DEED initiated lay-off procedures for the individuals identified in the following charts. The impact of the reduction in funding was minimized due to the utilization of retirements and positions left unfilled.

DEED EMPLOYEES THAT WERE LAYED OFF
July 01, 2003 - June 30, 2004

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Customer Svcs Specialist Int Quinn, Timothy J	B224410	Explore Mn USA Store	05/07/1952	White	M	Y	10/08/2003
Disabled Vets Outreach Prog Re Blumenauer, Dennis	B220172	JS/RI 172 W St Paul	02/02/1960	White	M	N	06/24/2004
Emp & Econ Devel Representativ Schipper, JaNan	B220320	JS/RI 320 Crookston	07/10/1973	White	F	N	12/31/2003
Emp & Econ Devel Technician 3 Leopold, Sharon L	B220860	JS/RI 860 Worthington	10/22/1959	White	F	N	10/01/2003
Johnson, Julie A	B220800	JS/RI 800 Willmar	03/15/1954	White	F	N	01/22/2004
Employment Counselor Spec Grimm, Duncan B	B220266	(I) JS/RI Vacant Park Rapids	08/13/1945	White	M	N	10/01/2003
Veterans Employment Rep Senior Olson, James E	B220200	JS/RI 200 Albert Lea	10/27/1946	White	M	N	10/01/2003

08/06/2004

**DEED (former DES) EMPLOYEES WHERE WHO LAYED OFF
July 01, 2003 - June 30, 2003**

<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
Braillist Technician Obrestad, Sharon K Permanent Layoff	B210051	SSB 47-55 Admin St Paul	08/05/1965	White	F	N	08/06/2002
Communication Center Spec Michaelson, Ronald Permanent Layoff	B210047	SSB 47-55 Admin St Paul	08/07/1939	White	M	N	08/06/2002
Community Svcs Program Spec 1 Knudsen, Laurie Permanent Layoff	B210047	SSB 47-55 Admin St Paul	11/21/1945	White	F	Y	08/06/2002
Customer Svcs Specialist Needham, Katherine M Permanent Layoff	B210723	MnSCU St Cloud TC	04/10/1941	White	F	N	09/13/2002
Customer Svcs Specialist Int Erickson, Jo-Ann F Permanent Layoff	B210050	SSB 47-55 Admin St Paul	11/27/1937	White	F	N	08/06/2002
Office & Admin Specialist Needham, Katherine M Permanent Layoff	B210723	SSB 723 St Cloud	04/10/1941	White	F	N	09/13/2002
Office & Admin Specialist Int Erickson, Jo-Ann F Permanent Layoff	B210050	DRS 976 Admin Office SSA	11/27/1937	White	F	N	08/06/2002
Rehabilitation Couns Sr Langsjoen, Deanna E Permanent Layoff	B210529	DRS 759 St Peter Hospital	01/18/1961	White	F	N	08/29/2002
Rehabilitation Program Spec 1 Sanders, Judith A Permanent Layoff	B210060	SSB 56-59 Client St Paul	02/13/1947	White	F	Y	08/06/2002

08/06/2004

DEED (former DES EMPLOYEES WHERE WHO LAYED OFF
July 01, 2003 - June 30, 2003

<u>EMPL NM</u>	<u>DEPT NBR</u>	<u>LOCN NM</u>	<u>BIRTH DT</u>	<u>ETHNIC GRP</u>	<u>GENDER</u>	<u>DISABLE</u>	<u>EFF DT</u>
State Univ Adjuct Non-Unit Langsjoen, Deanna E Permanent Layoff	B210529	MnSCU Mankato SU	01/18/1961	White	F	N	08/29/2002