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**DEPARTMENT OF MILITARY AFFAIRS
STATE OF MINNESOTA**

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AFFIRMATIVE

ACTION

PLAN

2000 - 2002

Veterans Service Building

20 West 12th Street

St. Paul, MN 55155



**AFFIRMATIVE ACTION PLAN
FY 2000 - 2002**

DEPARTMENT OF MILITARY AFFAIRS

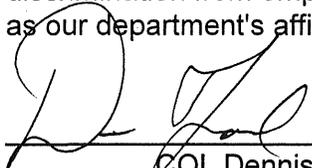
1. This review reveals underutilization of protected group(s) in the following goal units: ("x" indicates underutilization).

As of 02/01/00:	PROTECTED GROUPS							
	GOAL UNITS		FEMALES		MINORITIES		DISABLED	
			Metro	NonMetro	Metro	NonMetro	Metro	NonMetro
	Craft, Maintenance, Labor 202		x	x	OK	x	x	x
	Service 203		x	x	x	OK	x	x
	Clerical 206		N/A	N/A	OK	OK	x	x
	Technical 207		N/A	x	N/A	OK	N/A	x
	Engineering 212		N/A	x	N/A	x	N/A	x
	Professional 214		N/A	x	N/A	x	N/A	x
	Supervisory 216		N/A	x	N/A	x	N/A	x

2. This annual plan is and will be posted at the following central locations so that every employee is aware of the department's commitments in affirmative action for the year.

Veterans Service Building, Holman Field, St. Paul & Duluth Air Bases, Camp Ripley, and All Training & Community Centers throughout the state.

3. This annual 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.

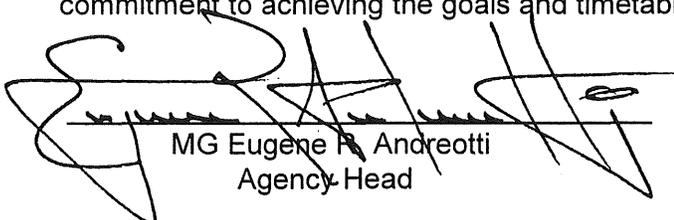


 COL Dennis J. Lord
 Affirmative Action Officer

2-14-00

 Date

4. This annual plan contains clear designations 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 within.

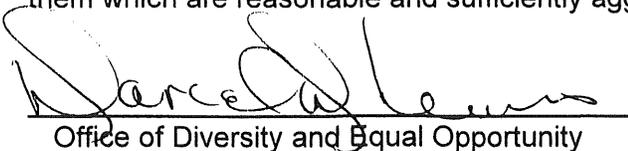


 MG Eugene R. Andreotti
 Agency Head

2-14-00

 Date

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



 Office of Diversity and Equal Opportunity

4-4-00

 Date



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Forms

Hiring Goals - Metropolitan Area

Hiring Goals - Non-Metropolitan Area

Weather Emergency Notification

DEPARTMENT OF MILITARY AFFAIRS

MINNESOTA ARMY AND AIR NATIONAL GUARD



OFFICE OF THE ADJUTANT GENERAL

VETERANS SERVICE BUILDING

STATE OF MINNESOTA

20 WEST 12TH STREET

ST. PAUL, MINNESOTA 55155-2098

STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION

The policy of the Department of Military Affairs is to take affirmative action to eliminate the underutilization of qualified members of protected groups in the civil service, where such action is not in conflict with the provisions of State law, in order to correct imbalances and eliminate the present effects of past discrimination. Protected groups, for affirmative action purposes, are defined as: 1) females, 2) people with disabilities, and 3) members of racial minority groups.

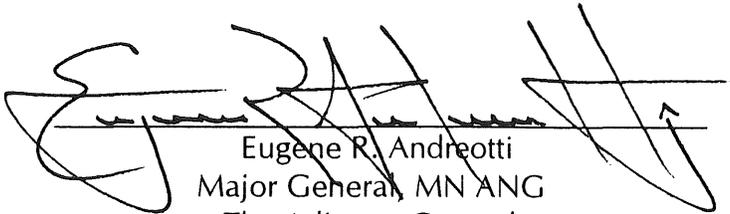
This policy applies to, and must be an integral part of, every personnel policy and practice which includes recruitment, interview, selection, compensation, classification, and retention activities, and also must include employee development programs, agency sponsored training, tuition assistance and use of facilities.

This department will continue to actively pursue a progressive program of affirmative action to insure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement.

I herewith affirm the appointment of COL Dennis J. Lord as this agency's Affirmative Action Officer. He is delegated full authority for the administration for the department's plan. He will report directly to me on all matters pertaining to affirmative action.

As Adjutant General, I am strongly committed to the principles and policies of the state's affirmative action efforts. I am also committed to the implementation of this affirmative action plan. All employees, including managers and supervisors, both federal and state, must always act responsibly and be proponents of progressive affirmative action in their positions, and I solicit employee input and assistance in an effort to achieve the goals and objectives of the Affirmative Action Plan.

Military Affairs will not tolerate discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, membership or activity in a local commission, sexual orientation and age.


Eugene R. Andreotti
Major General, MN ANG
The Adjutant General

10 FEB. 00

Date

"AN EQUAL OPPORTUNITY EMPLOYER"

DEPARTMENT OF MILITARY AFFAIRS

MINNESOTA ARMY AND AIR NATIONAL GUARD



OFFICE OF THE ADJUTANT GENERAL

VETERANS SERVICE BUILDING

STATE OF MINNESOTA

20 WEST 12TH STREET

ST. PAUL, MINNESOTA 55155-2098

POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT

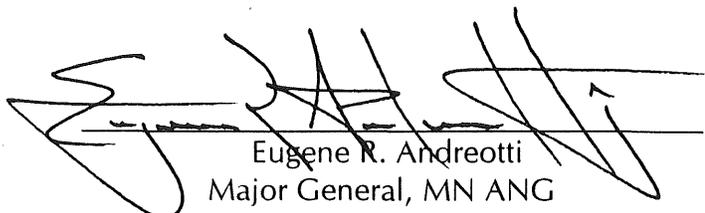
In order to provide and maintain a productive work environment consistent with merit principles, free of discriminatory practices and in accordance with Minnesota Statute 43A.01, Subd.2, it is necessary to remove and eliminate all forms of discrimination and harassment.

Harassment is a form of discrimination and, in general, is the display of behavior by one employee toward another employee which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Of particular concern is sexual harassment which is defined as "unwelcome sexual advances by an employee toward another employee, request for sexual favors, and other verbal or physical conduct of sexual nature when: 1) an employee's submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) an employee's submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual".

This department will continue to prohibit harassment of any kind by assuring a work environment free of verbal or physical harassment based on race, color, creed, sexual orientation, membership or activity in a local commission, religion, national origin, sex, disability, age, marital status and status with regard to public assistance.

The complaint procedure contained in the Department of Military Affairs State Affirmative Action Plan provides the method whereby any employee, applicant or eligible who feels they have been subject to discriminatory harassment may seek assistance from the department's Affirmative Action Officer (651-282-4671). If the employee chooses, s/he may file a complaint externally with the MN Department of Human Rights, the Equal Employment Opportunity Commission or through other legal channels.

All employees, applicants and eligibles are to be treated with respect, courtesy and tact. Conduct that is personally offensive will not be tolerated. Abusing the dignity of anyone through ethnic, sexist or racial slurs, or other derogatory or objectionable comments is cause for disciplinary action.


Eugene R. Andreotti
Major General, MN ANG
The Adjutant General

3-13-00
Date

"AN EQUAL OPPORTUNITY EMPLOYER"

DELEGATION OF AUTHORITY AND RESPONSIBILITY

ADJUTANT GENERAL

Responsibilities:

The Adjutant General is responsible for administration of the department's Affirmative Action Program and for ensuring that the department complies with all state and federal laws, rules and regulations regarding equal employment opportunity.

Duties:

1. Designate the department's Affirmative Action Officer.
2. Hold members of his staff responsible for the effectiveness of affirmative action activities within their respective jurisdiction, especially those charged with recruitment, interviewing, selection and retention responsibilities.
3. Insure that guidance is published that provides clear procedures for filing complaints of alleged discrimination.
4. Communicate to his staff, through written statements, his commitment to the state's affirmative action and equal employment opportunity policy. Communicate to the public that our agency is an Equal Opportunity Employer by a statement at the bottom of agency letterhead stationery for all correspondence and in all employment advertising.
5. Make decisions and changes in policy, procedures or physical accommodations as needed to facilitate effective affirmative action.
6. Provide a work environment free of verbal or physical harassment based upon race, creed, color, status with regard to public assistance, religion, national origin, sex, age, disability, marital status, sexual orientation or membership or activity in a local human rights commission.

Accountability:

The Adjutant General is directly accountable to the Governor and the Legislature.

AFFIRMATIVE ACTION OFFICER

The Affirmative Action Officer (AAO), who is also responsible for agency recruitment, retention and approval of recommendations for hire for the department is:

COL Dennis J. Lord, Executive Director
Veterans Service Building
20 West 12th Street
St. Paul, MN 55155 (651) 282-4671

Responsibilities:

To implement, direct and monitor the department's Affirmative Action Program and all related activities as directed by the Adjutant General.

Duties:

1. Work closely with Division Managers and supervisors, hereinafter defined, to insure recruiting efforts have been extensive to reach as many protected group members as possible in the application process.
2. Be directly involved in handling complaints of alleged discrimination including all forms of harassment as outlined elsewhere in this plan.
3. Complete all affirmative action reports as required.
4. Insure that the Adjutant General's statement of commitment and copies of the department's Affirmative Action Plan are distributed to all division managers and supervisors.
5. Act as liaison between the department and the Minnesota Department of Employee Relations, Office of Diversity and Equal Opportunity.
6. Determine the need for affirmative action training and develop appropriate training programs.
7. Continually review policies, procedures, programs, and physical accommodations and recommend, to the Adjutant General, changes to enhance the department's affirmative action program.
8. Conduct pre-hiring reviews of selection recommendations for all vacancies.

Accountability:

The AAO reports to and is directly accountable to the Adjutant General.

DIVISION MANAGERS

Definition:

Division Managers, for affirmative action purposes, are the Civil Engineers and Deputy Commanders for Support at the Airbases, Post Commander at Camp Ripley, Facilities Management Officer at Camp Ripley, Flight Facilities Commander at the Army Aviation Flight Facility and Finance & Accounting Officer at the Adjutant General's Office.

Responsibilities:

To insure compliance with the department's Affirmative Action Plan and to undertake any necessary action to make progress towards meeting the equal employment opportunity goals and objectives set forth in this plan.

Duties:

1. Insure that supervisors are involved in recruiting efforts that will result in reaching the maximum number of protected group members possible for that vacancy.
2. Assist the department's AAO in identifying and resolving problems and eliminating barriers that inhibit reduction of disparities.
3. Insure that all subordinates are familiar with and comply with all provisions of the department's Affirmative Action program. Insure plan is posted in all employee work locations.
4. Insure prompt responses to any complaints of alleged discrimination.
5. Hold subordinate supervisors responsible for the effectiveness of the affirmative action efforts within their areas of jurisdiction.
6. Provide informal training and counseling to supervisors and encourage subordinate supervisors to attend formal affirmative action training as may be offered.

Accountability:

Division Managers are directly responsible to the Affirmative Action Officer.

SUPERVISORS:

Definition:

Supervisors, for affirmative action purposes, are: the Military Personnel Management Officer at the Adjutant General's Office, Airfield Firefighter Chief at Duluth Fire Station, Architectural Supervisor, Physical Plant Manager, Contracts Officer and Environmental Administrative Planning Director at Facilities Management Office, Environmental Planning Supervisor at Camp Ripley Training Site, Chiefs of Security at the air bases and Camp Ripley, Building Maintenance Supervisors at the Duluth and St. Paul Airbases and Area Building Maintenance Supervisors for the Training & Community Centers.

Responsibilities:

Insure that equal opportunity for employment is accorded to all job applicants and that all employees within their jurisdiction are treated fairly.

Duties:

1. Whenever possible, interview, recommend for selection or promote qualified protected group members to a vacancy where a disparity exists.
2. Insure that their immediate work area environment is free from any form of harassment or discrimination.
3. Respond promptly to all complaints of alleged discrimination.
4. Communicate the department's Affirmative Action policy to assigned staff. Post our Affirmative Action Plan, commitment and policy statements and discrimination complaint procedures on employee bulletin boards in all common work areas. Notify employees that a current Plan is posted and should be reviewed periodically.
5. Indicate to the public that Military Affairs is "An Equal Opportunity Employer" by placing that phrase in all employment advertisements. All agency letterhead also provides this information.
6. Perform such other specific duties as may be outlined elsewhere in this plan.

Accountability: Supervisors are directly accountable to their Division Managers.

SPECIFIC PROGRAM OBJECTIVES

OBJECTIVE NUMBER 1:

To increase staff knowledge, through formal and informal training and internal communications on the following subjects: 1) Affirmative Action and the interview and selection process; 2) Disability awareness training to include reasonable accommodations for people with disabilities.

<u>Action Steps</u>	<u>Proponent</u>	<u>Target</u>
1. Require appropriate staff to attend AA/EEO training sponsored by the DOER Office of Diversity and Equal Opportunity.	AA Officer	When scheduled
2. Insure all new employees are made aware of our agency's Affirmative Action Program.	Supervisor	At in-briefing
3. During staff visits to training/community centers and other facilities, insure that all	AA Officer Supervisor	Concurrent with other visits

employees are aware of their obligations and rights under the department plan.

- | | | |
|---|--------------------------|--------------------------------|
| 4. Distribute changes to the Affirmative Action Plan and insure (through visits) that the plan is posted in employee work areas. | AA Officer
Supervisor | As changes occur or biennially |
| 5. Formally brief new employees on all department policies, to include AA topics, complete in-briefing checklist and forward to MNAG-FIN. | Supervisors | At in-briefing |
| 6. ADA training is required for all division managers and supervisors. | AA Officer | As needed |

Due to numerous staff changes in the past 2 years, several new managers are in need of training. The "Train the Trainer" course was completed by agency personnel several years ago. The state ADA Coordinator was contacted for assistance in providing any new or updated information issued since the initial training; training materials have not changed but a new set has been requested. We will attempt to offer ADA training on a regular basis within the priorities of agency commitments.

The Affirmative Action Officer is responsible for accomplishment of the action steps listed above. However, the affirmative action process is a combined responsibility of the hiring chain and all must embrace the letter and spirit of this directive.

Evaluation Process:

Completion of training is indicated by attendance at classes. Success of training translated to affirmative action is measured by goal achievement. By requiring supervisors to document Action Steps 2 and 5, we can verify that department employees are aware of their rights and responsibilities under this plan.

The individuals responsible for ADA compliance are:

Main Office	Terrence J. Palmer
St. Paul Airbase	CPT Robert Niesen
Duluth Airbase	CMS Brian Richardson
Camp Ripley	Richard Post

OBJECTIVE NUMBER 2:

To encourage a work environment free of discriminatory harassment through education and awareness.

<u>Action Steps:</u>	<u>Proponent</u>	<u>Target</u>
1. Require supervisors and Managers to attend appropriate training for discriminatory harassment/discrimination	AA Officer	Note (1) below
2. Through internal communications, insure that supervisors and Division Managers are reminded to watch for actions by employees that could undermine this objective.	AA Officer	Continual
3. Insure all new employees are trained in prevention of Sexual Harassment and know what constitutes discriminatory harassment.	AA Officer	Within 6 months of hire

(1) All Division Managers and Supervisors have completed discriminatory harassment training. Those who receive annual update training are noted by asterisk (*). When new managers or supervisors are appointed, they will be scheduled for training as soon as possible. Names of current managers and supervisors are as follows:

DIVISION MANAGERS

- LTC Joel Manns *
- CPT Robert Niesen *
- LTC Gary Moe *
- LTC Lewis Wolf *
- MAJ Jama Davidson *
- CW5 Gary B. Bloedel *
- LTC Grant Zachary *
- COL Rick Erlandson *

SUPERVISORS

- COL Thomas Cochran *
- 1LT Ryan Wedlund *
- MAJ Dale Slimmer *
- TSGT David Dodge *
- 1LT Tyler Rule *
- Richard Post *
- John Ebert *
- Martin Skoglund
- Harold White
- Michael Zbaracki
- Suzanne Krueger
- Thomas Bong
- Thomas Vesely
- William Kuesel
- Douglas Tangwall
- James McArdell

Responsibility

It is the responsibility of each employee and supervisor to be aware of signs of tension in his or her work area that may be caused by discriminatory harassment. Each Manager and supervisor must constantly stress this objective to all subordinates.

Evaluation Process

Knowledge of the department's harassment policy by all employees and training of supervisors for awareness of potential problems and how to properly deal with them should keep problems to a minimum.

OBJECTIVE NUMBER 3:

To attract qualified protected group members as applicants for vacant positions.

<u>Action Steps:</u>	<u>Proponent</u>	<u>Target</u>
1. Place notices of job opportunities in trade journals, publications targeted to the disabled, females or communities of color, bulletins, postings, e-mail messages and any other means of making vacancies known to potential applicants.	Supervisor or Manager	For each list vacancy
2. Contact the Urban League, technical colleges, rehabilitation sources and women's organizations.	Supervisor or Manager	For each list vacancy

Responsibility:

The combined efforts of the AAO designee and each manager and supervisor will reflect our commitment to intensified recruiting for all vacancies in which we have a disparity.

Evaluation Process:

Success will be measured by increased numbers of protected group members available for all position vacancies and the hire of such qualified individuals whenever possible.

RECRUITMENT PLAN:

1. Advertisements will be placed in newspapers appropriate for the location of the vacancy to insure protected groups are aware of vacant positions. In 1999 one advertisement was placed in the Morrison County Record for Military Training Site Workers, an entry level position. Applicants registered through the local MN Workforce Center so the exact total is not known. One protected group candidate was hired. Cost for advertising was \$12.00. The majority of hires in 1999 were not advertised to the general public due to the following: class transfers from within the state system, claim by a person in layoff status from another state agency, 3 rehires of recently separated DMA employees, one selection from the Worker's Compensation availability list and 3 hires for Military Personnel positions which are limited to active National Guard members.

2. For this affirmative action plan period we anticipate vacancies in the following classes: Buyer 1, Engineering Aide Intermediate, State Programs Administrator Technical Specialist, Carpenter Supervisor, Plumber Supervisor, Refrigeration Mechanic, General Maintenance Worker, Building Utilities Mechanic, Building Maintenance Lead Worker and Airfield Firefighter. We will aggressively recruit qualified candidates by contacting the

Urban League and women's organizations, advertising the positions to the disabled community and contacting community and technical colleges.

3. Job fairs: None were attended during the past year and we do not anticipate attendance at fairs for the current affirmative action plan period.

4. Three Internship positions have been created; opportunities were provided to 3 students from Central Lakes College (CLC) in Staples for CADD drafting, printing and archive research. Interns are paid while fulfilling academic requirements and gaining work experience. Three interns were hired for the 1999-2000 school year and we anticipate that three will be hired for 2000-2001. CLC polls students in the mechanical drafting program for interest in the Internship program. We requested that protected group members in that program be encouraged to apply. We will use InternPost to inform colleges of vacancies.

5. The state ADA/Disability Coordinator was contacted for assistance in recruitment of persons with disabilities. 73% of Military Affairs positions are physically demanding maintenance, trades and service positions; in 50 locations there is a single state employee who must be able to perform all essential functions of the position. We will contact Rehabilitation Services job placement staff at Minnesota Workforce Centers for referrals of persons with disabilities for entry level positions and for assistance to reach qualified candidates for other positions. We will also place ads with Access Press to reach the maximum number of persons with disabilities.

6. No positions have yet been identified which might be used for supported work employment. Job tasks will be reviewed and consideration will be given to future vacancies to determine whether they could be filled by a Supported Worker. If we identify and establish a viable Supported Worker position, the Statewide ADA/Disability Coordinator will be contacted for recruitment assistance and/or available candidates.

Our agency will actively participate in seminars and education dealing with diversity, affirmative action and human rights to gain better understanding of protected group issues and will encourage recognition of different cultures and participation in diversity programs.

Retention Plan:

Long term retention of protected group employees is hindered by lack of opportunity for upward mobility because most supervisors are military personnel. There is limited opportunity for advancement particularly to supervisory and managerial positions; this pertains to non-protected group members as well.

There have been relatively few hires from the general public due to low agency turnover, and every effort is made to retain and promote current employees.

1. All vacancies are reviewed to determine if any current employees may qualify for advancement. Employees are informed of opportunities for promotions or transfers as soon as approval to fill is obtained. Any positions targeted for layoff will be

studied to determine their effect on affirmative action goals and timetables. If they will affect our goals, further consideration will be given to the targeted positions to determine if others might be eliminated instead.

2. We anticipate drawing up individual training plans for each employee and career progression will be monitored as part of the formal evaluation program.

3. Establishment of support groups will be considered along with better access to managers for career development counseling.

4. Continuing customer service outreach programs to better serve all agency employees throughout the state.

Analysis of Separation and Layoff Patterns:

1. FY 98 produced 42 separations; of this number 16 were Insufficient Work Time (IWT) employees and 8 were layoffs. One protected group member transferred to another state agency and one was laid off.

2. In FY 99, 28 separations were counted; 13 were IWT employees. Protected group member separations: no employees in underrepresented units left our agency. One person qualified for a leave of absence and subsequently retired.

3. Agency Affirmative Action statistics were unaffected in FY99.

PRE-EMPLOYMENT REVIEW

The pre-employment review is the most important tool available to the AAO in accomplishing the goal of increasing protected group representation in the department.

When a vacancy exists, a certification list and associated applications are forwarded to the appropriate Division Manager. We anticipate that intensified recruiting efforts will add protected group applicants to each certified list. All eligibles will be contacted to interview for the vacancy. At no time during the interview process will a commitment of employment be made to any person.

When interviews are completed, the Division Manager and interviewing supervisor will objectively review the interview results to determine selection of the most qualified candidate. Military Affairs' Executive Director, who serves as assistant agency head and is second in command to the Adjutant General, functions as AAO and is designated by the Adjutant General to make all hiring decisions. If a protected group member is not recommended for hire, specific reasons for non-selection will be detailed on the *Monitoring the Hiring Process* form.

As a courtesy, all individuals interviewed but not selected will be provided a standard, personal letter from the Division Manager highlighting the qualifications of the person selected.

Evaluating and Auditing Process:

Analysis of bi-weekly goal achievement reports confirms the continued efforts of the agency to act affirmatively. Comparison of progress on an annual basis provides insight as to where efforts should be concentrated in recruitment of protected group members.

REASONABLE ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The term "reasonable accommodations for people with disabilities" means actions by the Department that provide individuals a barrier free atmosphere to seek employment and, when employed, provides a work atmosphere that has been reasonably tailored to minimize hindrances to job performance because of a disability.

The Adjutant General directs that all federal and state employees of the Department of Military Affairs comply with the policies and procedures herein.

POLICY

This agency is committed to encouraging the employment of people with disabilities. We will make reasonable accommodations to the physical or mental limitations of a qualified applicant, employee with a disability or employee with a disability seeking promotion, unless the accommodation would impose an undue hardship on the agency.

Accommodations will be provided to qualified individuals, whether an employee, job applicant or employee with a disability seeking promotion, when such accommodations are directly related to performing a job or competing for a job. Accommodations will not be provided for non-job related personal needs, such as transportation to and from work.

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

EXAMPLES OF REASONABLE ACCOMMODATION MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Modification of equipment or assistive devices. Purchase of or modification to existing equipment such as special telephone equipment, talking calculators, split keyboards, large screen computer monitors, specifically designed workstation and ergonomic chair.

2. Job site modifications - may include adjustments to equipment height, addition of electrical outlets, redesigned filing system, reallocation of job site to an accessible area, special parking facilities or other types of similar modifications.
3. Job restructuring - might include flexible work hours and/or restructuring job duties while retaining the essential job duties.
4. Support services such as ASL interpreters for individuals with hearing impairments, readers for people who are blind, or special attendants.
5. Reassignment to a vacant position of equal status when possible and appropriate.

REQUEST FOR REASONABLE ACCOMMODATIONS FOR EMPLOYEES

1. The supervisor and the employee with a disability discuss the need for the accommodation and discuss alternatives such as job restructuring, job modification and accessible devices.
2. The supervisor must inform the ADA Coordinator (ADAC) of the request and submit an Employee Request for Reasonable Accommodation form and supporting information to the ADAC within 7 working days after receiving the request. Justification will include a statement of the limitations, the suggested accommodation, approximate cost, and any other pertinent information.
3. The ADAC will review the request; if the accommodation will cost a significant amount (over \$300.00) the ADAC will forward it along with his or her recommendation to the agency head within 3 working days.
4. The decision is provided in writing to the supervisor, manager and employee within five (5) working days after the determination is made by the agency head.
5. The ADAC will maintain all documents pertaining to the accommodation.

FUNDING FOR REASONABLE ACCOMMODATION:

Funding will be provided for reasonable accommodations and the availability of funds varies with each agency. The expenditure of funds for accommodations over the amount determined to be significant must be approved by the agency head. When determining whether or not to make the accommodation without imposing undue hardship on the agency, the following factors must be considered:

- a. Size of the agency budget
- b. Nature and cost of the accommodation

- c. Ability to finance the accommodation in relationship to the site(s) where there may be a need
- d. Documented good faith effort to explore a less restrictive or less expensive alternative.

REQUEST FOR REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS AND EMPLOYEES SEEKING PROMOTION:

1. All initial communication between a job applicant or employee with a disability seeking promotion and a supervisor or personnel office regarding a position in the agency shall indicate the willingness of the agency to make a reasonable accommodation upon request, prior to the job interview.
2. The supervisor or personnel office shall contact the ADAC immediately to indicate that an accommodation is needed. In order to ensure that the accommodation is provided at the time of interview, requests shall be handled promptly.
3. The ADAC will contact the applicant to discuss the needed accommodation and discuss possible alternatives if necessary.
4. The agreed upon accommodation shall be provided if the cost does not cause an undue hardship on the agency.
5. If approved, the ADAC shall take the necessary steps to see that the accommodation is provided.

DENIAL OF ACCOMMODATION

All denials of requests for accommodation will be documented and kept on file by the ADAC who will notify the employee of his/her right to file a complaint of discrimination under the affirmative action plan complaint procedure. He shall inform the employee of the right to file a complaint with the Minnesota Department of Human Rights, the U.S. Equal Employment Opportunity Commission (EEOC) or a private attorney.

If the requested accommodation made by a job applicant is denied, the ADAC shall notify the job applicant of the decision and inform him/her of the right to file a complaint with the Minnesota Department of Human Rights, the U.S. EEOC or a private attorney.

ACCOMMODATIONS PROVIDED

An employee requiring a large screen computer monitor was provided the requested size on the first day of employment. An applicant in need of an interpreter was provided an ASL interpreter for the interview process. The cost was borne by this agency.

PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

GENERAL:

The goal of the Department of Military Affairs is to provide policies, procedures, and a work environment that is conducive to excellent employer/employee relations. The Adjutant General's policy statement on discrimination and discriminatory harassment that appears earlier in this plan will be removed from the plan and conspicuously posted on all employee bulletin boards in their work areas. Local reproduction may be necessary if additional copies are needed.

The affirmative action complaint procedure within this plan is designed to be simple so that complaints can be resolved expeditiously within the department with the utmost regard for data privacy. Coercion, reprisal, retaliation or intimidation against anyone filing a complaint either internally or through other channels or serving as a witness under this procedure is prohibited.

An employee, applicant or eligible who believes that s/he has been discriminated against by reason 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 may file a complaint by completing the Discrimination Complaint Form provided by the AAO designee. Complaints will be accepted up to 180 calendar days after the occurrence of the event or after the individual becomes aware that an event or situation may involve discriminatory harassment. Employees who are terminated are encouraged to file their internal complaint prior to actual separation, however complaints will be accepted up to 180 days after the actual separation date.

COMPLAINT PROCEDURE:

1. The Affirmative Action Officer will investigate the complaint to determine if it falls under Equal Employment Opportunity law or is of a general personnel nature. The AAO shall also discuss other options for resolution, such as the Workplace Mediation Pilot Project.
 - a. If determined that the complaint is not related to discrimination but to general personnel concerns, the AAO will inform the complainant in writing within 15 working days.
 - b. If the complaint is related to discrimination, within 15 working days the AAO will contact all parties named as respondent(s) and outline the basic facts of the complaint. The respondent(s) will be asked to respond to the allegations within a specific period of time. All employees shall respond promptly to any and all requests for information and for access to data and records to enable the AAO designee to carry out his/her responsibilities.

2. The AAO will then investigate the complaint and upon conclusion of the investigation, will notify the complainant(s) and respondent(s) that the investigation is complete. The AAO will then review the findings of the investigation.
 - a. If sufficient evidence exists to substantiate the complaint, appropriate action will be taken.
 - b. If there is insufficient evidence to support the complaint, a letter will be sent to both complainant(s) and respondent(s) dismissing the complaint.
3. Within 60 calendar days from the filing of the written complaint, the written answer will be provided to the parties. Complainant(s) will be notified should extenuating circumstances prevent completion of the investigation within 60 days.
4. All dispositions of complaints will be filed with the Commissioner of Employee Relations within 30 days of final determination. The Affirmative Action Officer's written report will detail the nature of the complaint, the manner in which it was resolved, and the resolution. The report will be approved by the Adjutant General.
5. All documentation associated with a complaint shall be considered investigative data under the Minnesota Government Data Practices Act (MGDPA). The status of the complaint will be shared with the complainant(s) and respondent(s). After an investigation is complete and all appeals are exhausted, all documentation is subject to the provisions of the MGDPA.
6. All data collected may at some time become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. An investigation may include, but is not limited to, the following types of data:
 - a. Interviews or written interrogatories with all parties involved in the complaint, e.g. complainant(s), respondent(s) and their respective witnesses, officials having pertinent records or files, etc.
 - b. All records pertaining to the case, i.e. written, recorded, filmed or any other type.
7. The AAO shall maintain records of all complaints and any pertinent information or data for 3 years after the case is closed.
8. If, as a result of this response, the complainant remains dissatisfied, s/he will be advised of his/her right to file a charge of discrimination within one year of the occurrence, with the Commissioner of the Minnesota Department of Human Rights.

Minnesota Statute 363.06, Subd. 1, affords the grieving employee the right to "bring civil action as provided in section 363.14 subdivision 1, clause (a), or may file a verified charge with the commissioner (of Human Rights) or his designated agent, stating the name and

address of the person alleged to have committed an unfair discriminatory practice, setting out the detail of the practice complained of and, if applicable, providing witnesses, documents, and other information required by the commissioner".

EMPLOYEE RIGHT TO NOTICE

WEATHER EMERGENCY NOTIFICATION

The department recognizes the need for all employees to be able to receive timely notification of building or location closure due to weather or other emergencies as determined by the Commissioner of Employee Relations and announced through the media as prescribed in Department of Employee Relations memorandum dated 11/05/86, subject: Weather Emergencies, and updated annually. A copy of our most recent memorandum is attached to this Plan.

Hearing-impaired employees would be notified by their supervisors via the Minnesota Relay System if they are not to report for work due to adverse weather conditions.

If a weather or other emergency arises during the workday, the Veterans Service Building is equipped with audio and visual emergency alarms in numerous locations including rest rooms. Capitol Security has instituted a policy of notifying the department's Special Projects Officer for severe weather warnings. All employees will be notified immediately and are to go to the lowest (tunnel) level of the building until advised to return to their workstations. Designated employees adjacent to those with disabilities will assist them to safety.

EMERGENCY BUILDING EVACUATION

All buildings under the operational control of the Department of Military Affairs are governed by a locally prepared and posted Building Evacuation Plan to be used when emergency evacuation of a building is required. Designated employees adjacent to those with disabilities will assist them in the event of a building evacuation.

An emergency evacuation plan has been developed for the entire Veterans Service Building. The plan is in writing with designated employees appointed as evacuation staff.



EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

This information will be used by the ADA Coordinator or any other person, including the agency's legal counsel, who is authorized by my employer to handle medical information for ADA/MHRA purposes and any information concerning my physical or mental condition that are necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and/or the Minnesota Human Rights Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, your employer may refuse to provide reasonable accommodation.

Employee Name _____ Date of Request _____

Job Classification _____ Division _____

Statement of Limitation(s) (Attach medical statement if requested by ADA Coordinator).
Attach additional sheets for questions below if necessary.

1. Type of accommodation requested to perform essential function(s):
2. Which essential function(s) of your job will the requested accommodation allow you to perform?
3. Why is the requested accommodation necessary to perform the essential job function(s)?
4. How will the requested accommodation be effective in allowing performance of the essential job function(s)?
5. Have any non-essential job functions been eliminated? Please describe.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Manager

Date

Additional Comments:

Information on this form shall be confidential with the exceptions according to the Rehabilitation Act of 1973, Section 504, Subd. 84.14.

DISCRIMINATION COMPLAINT FORM

Any complaint of harassment/discrimination is considered confidential data under MN Statute 13.39, Subd. 1 & 2. This information is being collected for the purpose of determining whether harassment/discrimination has occurred. You are not legally required to provide this information, but without it an investigation cannot be conducted. This information may only be released to the Affirmative Action Officer designee, the complainant, the respondent and appropriate personnel.

Person Filing Charge _____ Date of Alleged Act _____

Location of Alleged Act _____

Basis of Discrimination

____ Race ____ Religion ____ Creed ____ National Origin

____ Sex ____ Age ____ Disability ____ Marital Status

____ Status with Regard to Public Assistance ____ Color ____ Sexual Orientation

____ Membership or Activity in a Local Commission

Nature of Charge

____ Hiring ____ Wages ____ Job Classification

____ Benefits ____ Referral ____ Public Accommodations

____ Discharge ____ Training ____ Qualification Testing

____ Demotion ____ Layoff ____ Intimidation/Harassment

____ Seniority ____ Recall ____ Other

Describe the alleged discrimination act:

Name/Address of any witness/s:

Have you brought this charge to anyone else's attention: ____ Yes ____ No

If yes, describe the meeting on the reverse side of this form.

Date _____ Signature _____

Address _____

Received by _____ Date _____

Metrook

AFFIRMATIVE ACTION GOALS - METRO

Ideal and Annual Goals

Department of Military Affairs TOTAL EMPLOYEES 50

Fiscal Year 2000

As of PPE 02/01/00

GOAL UNIT 091

*** FEMALE ***

*** MINORITIES ***

*** DISABLED ***

Barg Unit	Unit Empl.	Goal %	Goal	Ideal	No. 02/00	Goal %	Goal	Ideal	No. 02/00	Goal %	Goal	Ideal	No. 02/00
Craft - 202	10	8.7%	1	0.9	0	4.5%	0	0.5	1	12.8%	1	1.3	0
Service - 203	28	52.8%	1	13.9	0.75	9.9%	1	2.6	2	12.8%	1	3.4	0
Office - 206	12	0.0%	0	0.0	12	6.9%	0	0.8	1	12.8%	1	1.5	1

AFFIRMATIVE ACTION GOALS - NON-METRO														
Ideal and Annual Goals						Total Employees 199								
Department of Military Affairs														
Fiscal Year 2000														
As of PPE 02/01/00						Goal Unit 186								
*** FEMALES ***					*** MINORITIES ***					*** DISABLED ***				
Barg Unit	Unit Empl.	Goal %	Goal	Ideal	No. 02/00	Goal %	Goal	Ideal	No. 02/00	Goal %	Goal	Ideal	No. 02/00	
Craft - 202	36	10.9%	1	3.9	0	1.9%	1	0.7	0	12.8%	1	4.6	2	
Service - 203	81	35.4%	1	25.9	9.2	2.4%	N/A	1.8	2	12.8%	1	9.4	1	
Office - 206	19	N/A			16	0.9%	N/A	0.2	1	12.8%	1	2.3	0	
Technical - 207	25	14.5%	1	3.6	1	2.5%	N/A	0.6	1	12.8%	1	3.2	0	
Engineers - 212	5	13.3%	1	0.7	0	4.0%	1	0.2	0	12.8%	1	0.6	0	
Profes'nl - 214	17	54.6%	1	9.3	1	0.7%	1	0.1	0	12.8%	1	2.2	1	
Superv'y - 216	16	36.6%	1	5.9	1	2.1%	1	0.3	0	12.8%	1	2.1	1	

DEPARTMENT OF MILITARY AFFAIRS

MINNESOTA ARMY AND AIR NATIONAL GUARD



OFFICE OF THE ADJUTANT GENERAL

VETERANS SERVICE BUILDING

STATE OF MINNESOTA

20 WEST 12TH STREET

ST. PAUL, MINNESOTA 55155-2098

MNAG-FIN

January 3, 2000

MEMORANDUM FOR All State Employees and Supervisors of State Employees

SUBJECT: Weather Emergencies Reminder

We have again reached the time of year for severe winter weather emergencies. Factors considered for emergencies include road conditions and maintenance, transit operations, wind, cold or ice and whether power or heating systems are affected.

The decision to declare an emergency can be statewide or limited to a specific portion of the state. Any decision to close state offices due to an emergency does not apply to employees who are required by their agency to work during a weather emergency.

If a weather emergency is declared during the night, the announcement will be broadcast on WCCO 830 and WMNN 1330 radio, KSTP, WCCO and KARE TV; it will also be forwarded to the Associated Press to be put on the news wire for radio stations in greater Minnesota. This announcement will be provided to the media prior to the start of the normal work day (8:00 a.m.). If changes in the emergency designation are warranted, they will be made as the day progresses.

A weather emergency is meant for those extreme cases when it would be unsafe for most employees to travel to or from home. In unique individual situations which make it impossible for an employee to get to work when an emergency has not been declared, supervisors should consider allowing that employee to make up the lost time or use compensatory time or annual leave.

When an emergency has been declared, use payroll earnings code "MSL" for the appropriate number of hours. Employees on approved sick or pre-arranged vacation leave will not have such leave time restored to their balances.

The posters issued in 1996 remain the same. If you need a replacement copy, please contact me at (651) 282-4080.

A handwritten signature in cursive script that reads "Betty Koreltz".

Betty Koreltz
Personnel Officer Senior

